

SOUTHERN MISSIONARY COLLEGE



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1965

1964 - 65

At Your Service . . .

Inquiries by mail or telephone should be directed as follows:

ADMISSIONS—To the *Director of Admissions and Records*
396-3161

STUDENT FINANCE—To the *Director of Student Finance*
396-2111

MATTERS OF GENERAL INTEREST—To the *President*
396-2261

SCHOLASTIC MATTERS—To the *Academic Dean*
396-2271

MATTERS OF RESIDENCE HALL LIVING—To the *Dean of Students*
396-2332
396-2992—Women's Residence Hall
396-3131—Men's Residence Hall

PUBLIC RELATIONS AND DEVELOPMENT—To the *Director of Public Relations and Development*
396-2332

Although overnight accommodations are limited, parents and other friends of Southern Missionary College are cordially invited to visit the campus. Either the President's Office or the Public Relations Office will gladly arrange for you to see the College facilities, visit classes or other activities. Administrative offices are open from 8:00 A.M. to 4:45 P.M., Sunday through Thursday and until 12:00 A.M. on Friday.

BULLETIN OF SOUTHERN MISSIONARY COLLEGE

COLLEGEDALE, TENNESSEE



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Calendar for 1964-1965

SUMMER SESSION, 1964

JUNE

7 Registration 9 A.M.-5:00 P.M.

JULY

3 Mid-Term Examinations

31 Session Ends

AUGUST

1 Summer Commencement

FIRST SEMESTER

SEPTEMBER

14-16 Registration and Freshman Orientation

17 Classes Begin

OCTOBER

9-10 Alumni Homecoming

13 Missions Promotion Day

23-31 Religious Emphasis Week

NOVEMBER

11-13 Mid-Term Examinations

24-29 Thanksgiving Vacation begins at 12:20 P.M., ends at 10 P.M. the 29th

DECEMBER

22 Christmas Vacation begins at 12:20 P.M.

JANUARY

5 Christmas Vacation ends at 10 P.M.

24-28 Semester Examinations

SECOND SEMESTER

JANUARY

31 Registration for New Students

FEBRUARY

1 Classes begin

18 Senior Class Presentation at 7 P.M.

MARCH

5-13 Religious Emphasis Week

28-31 Mid-Term Examinations

31 Spring Vacation begins at 12:20 P.M.

APRIL

4 Spring Vacation ends at 10 P.M.

18-20 College Days

MAY

30 Semester Examinations begin

JUNE

3 Semester Examinations end

4-6 Commencement Services

SUMMER SESSION, 1965

JUNE

13 Registration 9:00 A.M.-5:00 P.M.

JULY

9 Mid-Term Examinations

AUGUST

6 Session Ends

7 Summer Commencement

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THIS IS SOUTHERN MISSIONARY COLLEGE

PHILOSOPHY AND OBJECTIVES

The educational philosophy of Southern Missionary College is epitomized in the words *Intellect, Character, and Health*. The harmonious development of these three is the educational goal of the College.

SMC recognizes that intellectual competence is not alien to nor incompatible with a sincere Christian faith. On the contrary, the mental powers must be awakened if the Christian is to perceive the true nature of man and his relationship to God the Creator and to his fellow men. The development of the intellect means more than the pursual of scientific data or the acquisition of historical facts. *"Every human being, created in the image of God is endowed with a power akin to that of the Creator, individuality, power to think and to do. . . It is the work of true education to develop this power; to train the youth to be thinkers, and not mere reflectors of other men's thought. . . Let them contemplate the great facts of duty and destiny, and the mind will expand and strengthen. Instead of educated weaklings, institutions of learning may send forth men strong to think and to act, men who are masters and not slaves of circumstances, men who possess breadth of mind, clearness of thought, and the courage of their convictions."* E. G. White

Education at SMC is also concerned with the development of character as a code of moral and spiritual values in terms of which things or events may be judged as good or bad—right or wrong. Christian character reveals principles and standards by which man may recognize the imperative nature of duty to God and man. It demonstrates great-mindedness as the basis of tolerance; gentleness as the antidote to pride and arrogance; dependability as the power to make one's talents trusted; and motive which gives form and intensity to effort.

The highest development of intellect and character is possible only if the body is physically fit. The mind cannot be disembodied and is therefore influenced greatly by the physical condition of the body. The development of intellect, character, and health must be considered as inseparable goals when providing for the student's total growth experience.

The Bible is accepted as the perfect standard of truth. The greatness of education must not be measured with the trappings of life, which are the product of scientific and technical achievement. These may well become the false symbols of civilization and the pagan idols of our age. Education is intended to preserve, transmit, and advance knowledge, but SMC also undertakes to develop competent Christian men and women who will readily identify themselves with a redemptive approach to the world's needs.

THIS IS SMC

In harmony with this general statement of philosophy, the objectives of the College are:

- ▶ *Spiritual*—To acquaint the student with rays of truth emanating from the Sun of Righteousness, which will encourage the development of inner spiritual resources as a basis for the solution of his personal problems; to foster a sense of loyalty and devotion to God and nation; and to prepare responsible Christian citizens for participation in the program of the Seventh-day Adventist Church.
- ▶ *Intellectual*—To provide selected knowledge of classified facts and relationships which will help the student to sharpen his perceptions, to cultivate his powers of analysis, to develop the ability to use the scientific method of inquiry, to learn the habit of holding a valuable point of view; and to develop great-mindedness as opposed to dogmatism, intellectual smugness, and intolerance.
- ▶ *Ethical*—To inculcate concepts of Christian ethics and morality and to inspire tolerance of the rights and opinions of others.
- ▶ *Social*—To provide for the development of a well-balanced personality through participation in group activities, and to instill an appreciation of Christian graces and principles governing behavior.
- ▶ *Aesthetic*—To inspire an appreciation for that which is elevating and beautiful as revealed through God's handiwork and the best in the fine arts, and to nurture the creative talent of the student.
- ▶ *Civic*—To stimulate intelligent observation of world affairs, and to prepare responsible citizens for participation and leadership in a free society.
- ▶ *Health*—To develop attitudes and encourage practices which foster mental health and physical fitness.
- ▶ *Vocational*—To provide opportunity for work experience and vocational training as an integral part of the total educational experience in order to teach the student that labor is God-given, dignified and an aid to character development as well as a means of financial support.

"Our todays are the blocks with which we build our future. If these are defective, the whole structure of our life will correspond. Your future will be exactly what you put into your todays." E. G. White

HISTORY

In 1892 the educational venture that developed into Southern Missionary College had its beginning in the Seventh-day Adventist Church in the small village of Graysville, Tennessee. The school became known as Graysville Academy. In 1896 the name was changed to Southern Industrial School and five years later to Southern Training School.

In 1916, because of limited acreage available for further expansion of plant facilities, the school was moved to the Thatcher farm in Hamilton County, Tennessee. The name "Collegedale" was given to the anticipated community. At its new location the school opened as Southern Junior College and continued as such until 1944 when it achieved senior college status and the name was changed to Southern Missionary College. Through the ensuing years the College has become known to its alumni and friends as SMC.

SETTING

SMC is unique in its location. The main campus is nestled in the pleasing Collegedale valley, surrounded by some seven hundred acres of school property. The quietness and beauty of its peaceful surroundings is in keeping with the educational philosophy of its governing organization.

The community and campus post office address is Collegedale which is located eighteen miles east of Chattanooga and three miles from Ooltewah on Interstate Highway 75 (now U. S. 11 and 64). The Southern Railway line passes through the north side of the estate. A bus service operated by the Cherokee Lines serves the college campus.

The Orlando campus situated in the "City Beautiful" at the Florida Sanitarium and Hospital provides additional clinical facilities for the Division of Nursing.

CHURCH AFFILIATION

SMC is a coeducational Christian liberal arts college governed by the members of the Seventh-day Adventist Church residing in the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee. These states comprise the Southern Union Conference of Seventh-day Adventists. The members of the controlling Board of Trustees are elected quadrennially by the constituency of the Southern Union Conference.

ACCREDITATION AND MEMBERSHIPS

SMC is accredited by the Southern Association of Colleges and Schools and is approved by the Tennessee State Board of Education for the preparation of secondary and elementary teachers.

The curriculum of the Division of Nursing, including Public Health Nursing, is accredited by the National League for Nursing

THIS IS SMC

as surveyed by the Collegiate Board of Review. It is an agency member of the Department of Baccalaureate and Higher Degree Programs of the Division of Nursing Education of the National League for Nursing. It is also accredited by the Tennessee Board of Nursing, and recognized by the Florida State Board of Nursing.

The College is a member of the Association of Seventh-day Adventist Colleges and Secondary Schools, the Association of American Colleges, the American Council on Education, the Tennessee College Association, and the American Association of Colleges for Teacher Education.

ACADEMIC PROGRAM

The academic program consists of nineteen departments offering twenty-three majors and twenty-two minors in which students may qualify for the baccalaureate degree. Students may pursue programs of study leading to the Bachelor of Arts, Bachelor of Science and Bachelor of Music degrees. Various pre-professional and terminal curricula are available to students wishing to qualify for admission to professional schools and to those wishing to take a two-year terminal program of a technical or vocational nature.

THE FACULTY

The faculty sets the quality of the academic program. The average teaching experience achieved of approximately eighteen years, the thirty some major universities attended in securing advanced degrees, and the varied interests and backgrounds of SMC instructors ensure teaching excellence and a rich cultural environment. A commitment to learning enables SMC teachers to keep abreast of new knowledge in their respective fields, and through research some instructors discover the pleasure of further developing the regions of knowledge yet unknown.

The aim of the College is to achieve a closeness of teacher and student which will encourage the student to expand his interests and deepen his course endeavors by chatting informally with his instructors in the offices or on the campus. The faculty consists of well-trained men and women devoted to teaching and counseling in their areas of specialization.

SMC STUDENTS

About seventy-five per cent of the students of SMC come from the eight states comprising the Southern Union Conference of Seventh-day Adventists. However, more than twenty-five additional states and eight to ten overseas countries are also represented in the college community. Generally the student group is fairly equally divided between men and women.

It is significant to note that in recent years SMC freshmen students scored above the national average on the A. C. E. Psychological

Test. Even more noteworthy is the observation that over forty per cent of SMC graduates are sufficiently motivated to take graduate or professional training. In anticipation of advanced training, a number of graduates have qualified for scholarships and fellowships, including awards from the National Science Foundation, the National Defense Graduate Fellowship program, and the Woodrow Wilson Foundation.

Former SMC students are now serving in the ministerial, teaching, medical, and other services of the Seventh-day Adventist Church at home and abroad. Others are engaged in business pursuits, government service, research activities, private and institutional medical services, and in the teaching professions on all levels.

FACILITIES

Lynn Wood Hall—The administration building, named in honor of Dr. Lynn Wood, president of the College from 1918-1922, is a three-story structure housing administrative offices, teachers' offices, and classroom facilities.

Daniells Memorial Library—The A. G. Daniells Memorial Library was completed in 1945. This is a modern library containing more than thirty-two thousand books and about two hundred current periodicals conveniently arranged and adequately housed for study, reference, and research. A portion of the building is used for lecture rooms. The library is adjacent to the administration building and is readily accessible from the residence halls.

Hackman Hall—Earl F. Hackman Hall, modern in arrangement and appointment, a commodious, two-story, fireproof building, contains various well-equipped lecture rooms and laboratories of the Division of Natural Sciences. The first phase of this building was completed in 1951. An addition, comparable in size to the first unit, was completed in 1961.

Miller Fine Arts Building—The Harold A. Miller Fine Arts Building, completed in 1953, houses the music department. This two-story, fireproof building provides studios, practice rooms, and an auditorium equipped with a Steinway grand piano and a Schantz pipe organ installed in 1962. The building was named in honor of Harold A. Miller, who for many years headed the Music Department.

Jones Hall—Jones residence hall provides housing facilities for about 150 men. Somewhat extensive remodeling of a recent date has added considerably to the housing capacity and to the attractiveness of the building.

Talge Hall—The primary men's residence hall, named for John H. Talge, provides accommodations for 160 men. The panelling of the entrance and lounge has added much to the attractiveness of the building.

THIS IS SMC

Women's Residence Hall—This modern fireproof structure, completed in 1961, provides living accommodations for approximately 275 women. New room furnishings, built-in closets and chests of drawers, with lavatory facilities in each room, provide a home-like atmosphere. A new wing to be completed by the fall of 1964 will house an additional 125 women.

The spacious and beautiful chapel with adjoining prayer rooms, the parlors, the kitchenette, and the infirmary facilities are but a few of the attractive features which provide for enjoyment and comfortable living.

Collegedale Tabernacle-Auditorium—The auditorium serves as a place of worship for the Collegedale S. D. A. church. The building is owned by the Georgia-Cumberland Conference and has a seating capacity of 1,200. A Hammond electric organ and a full concert Baldwin grand piano are part of the equipment. This building also serves for chapel and assemblies, and as a temporary center for the physical education activities.

Spalding Elementary School—This modern one-story elementary school, named for Arthur W. Spalding, is one of the most recent buildings to be erected. The six classrooms, auditorium, and recreation room serve as a vital part of the teacher-training program.

Home Arts Center—This recently completed building houses the Cafeteria and Student Center on the upper floor and Ellens' Hall (Home Economics Department) on the lower floor. The building is not only modern but beautifully appointed throughout.

Industrial Arts Building—This modern, well equipped facility was completed in the summer of 1964. The one-story brick structure contains teacher offices, a classroom, and auto mechanics, welding, drafting, machine shop and printing labs.

Academy Building—This building contains all the facilities for operating the class program of the secondary laboratory school. The few resident students of the academy are housed separately on the campus.

College Plaza—The beautiful College Plaza shopping center completed in the spring of 1963 contains the College Super-Market, Southern Mercantile, Collegedale Distributors, Campus Kitchen, Georgia-Cumberland Conference Branch Book and Bible House, Washateria, Barber Shop, Beauty Parlor, Collegedale Credit Union, Collegedale Insurance, U. S. Post Office, and a modern service station.

Auxiliary and Vocational Buildings—The auxiliary and vocational buildings include the College Press, Laundry, Cabinet Shop, Broom Shop, Bakery, and Bindery.

Student Apartments—The college maintains a number of housing units for married students as well as a trailer camp. Additional facilities may be available in the community.

STUDENT LIFE AND SERVICES

A college is not only classroom instruction but also a mode of association. The effectiveness of the college program is enhanced if students choose to develop their particular interests and to meet their needs through significant participation in the non-academic activities provided. Advisers are available to give counsel and direction in planning the total college program. Students are encouraged to take advantage of the facilities and opportunities planned for their cultural, social, and spiritual growth.

RESIDENCE HALL LIVING

Living in a college residence hall with its daily and inevitable "give and take" prepares the student to meet the vicissitudes of life with equanimity, teaches respect for the rights and opinions of others, and affords a first hand experience in adjusting to a social group.

To assure students this beneficial experience, the College requires those unmarried and not living with their parents in the vicinity to reside in one of the halls, Jones or Talge with a capacity of 300 for the men, or the recently constructed Women's Residence Hall accommodating approximately 400.

DINING

For the promotion of student health and simultaneous cultural development, SMC provides a complete cafeteria service, organized to serve the student's schedule with utmost consideration. Outstanding service by the cafeteria staff is available for the many student and faculty social functions of the school year.

The modern decor of the capacious dining hall and its commanding view of the Collegedale Valley make it an inviting center of the social and cultural life of the College. An auxiliary dining room is available for meetings of various student or faculty organizations.

HEALTH SERVICE

The Health Service is administered by the Director of Health Service in cooperation with the College Physician. Regular office hours



STUDENT LIFE AND SERVICES

are maintained in Lynn Wood Hall by the service director. The College Physician is on call at the Clinic which is located on the campus.

The room rental charge for residence hall students covers the cost of routine services and non-prescription medications, infirmary care, and health and accident insurance as provided under the College group plan. In case of major illness, students may be referred to off-campus hospital facilities. The residence hall student when accepted will be supplied with a brochure in which complete information is given concerning the benefits of the health and accident insurance group plan. The College is not responsible for injuries sustained on or off the campus but is prepared to render first aid assistance as needed.

It is required that all new students submit to a medical examination before coming to SMC. The medical examination form sent out with the acceptance letter must be used by the examining physician and returned to the College. Students who delay having their physical examination until arrival on the campus will be assessed a fee of \$5.00 for such an examination given by the College Physician before registration is permitted.

GUIDANCE AND COUNSELING SERVICE

During registration each student is assigned a curriculum adviser according to his major field of interest to assist in program planning. Throughout the school year the curriculum adviser will be available for advice and guidance on academic questions.

Although curriculum advisers may be consulted on questions and problems other than academic ones, students are invited to seek counsel from any member of the faculty. Personal problems will be given thoughtful consideration. Members of the faculty deem it a privilege to discuss with the student great principles, concepts, and ideas in an atmosphere of informality and friendliness. Students are urged to become personally acquainted with as many members of the faculty as possible.

To broaden the Counseling Service, several members of the faculty are appointed at the beginning of the school year to serve as Counselors at Large whom students may approach with personal problems.

The testing service works in close cooperation with the counseling service in providing guidance information to both students and counselors. Students are urged to take advantage of the testing service as a means of obtaining information useful in choosing a profession or occupation.

ORIENTATION PROGRAM

SMC has a personal interest in the success of the student desiring a college education. There is much that the student must do for himself in getting acquainted with the academic, social, and re-

ligious life of the College by perusing this bulletin and the social policy handbook *SMC and You*. Instruction and counsel is given which will help the student better understand the college program and what is expected of him as a citizen of the college community.

Orientation for new students is held during the opening week of the fall term. It includes examinations and instruction helpful in course planning. The student is introduced to the facilities, purposes, and functions of the college. Social occasions are also provided when students may meet faculty members and fellow students. All new and transfer students are required to attend the orientation program.

STUDENT EMPLOYMENT SERVICE

The College operates a variety of auxiliary and vocational services and enterprises where students may obtain part-time employment to defray a portion of their school expenses. Opportunities to engage in productive and useful labor can help to develop character traits of industry, dependability, initiative and thrift. Students may also take advantage of these employment opportunities to acquire vocational skills.

Employment grades are issued regularly by the superintendents of the several enterprises and services. These grade reports become a part of the student's permanent file and are available for study by prospective employers. Students who accept employment assignments are expected to meet all work appointments with punctuality. To be absent from work appointments without cause or previous arrangement, or notification when ill, is sufficient reason for disciplinary action or discharge.

Residence hall students may not secure off-campus employment without permission of the College.

SENIOR PLACEMENT SERVICE

One of the personnel services of the College is that of assisting graduates in securing appointments for service. The Placement Service distributes information concerning each senior student to a wide list of prospective employers. The Academic Dean serves as the liaison officer in bringing graduates and employer together.

STUDENT ASSOCIATION

Every student at SMC is a member of the Student Association with voting privileges in the election of officers. Opportunities for leadership development and for cooperation in achieving the objectives of SMC are afforded by the Association. The Association assists the College administration and faculty in the implementation of policies and assumes

STUDENT LIFE AND SERVICES

responsibility in giving direction to campus activities entrusted to it. The Dean of Student Affairs serves the organization as faculty sponsor.

The Association's activities are coordinated and communicated through the Student Senate and its several committees. The activities include the publishing of the bi-weekly newspaper, *Southern Accent*; the yearbook, *Southern Memories*; the chapel announcement sheet, *Campus Accent*; and the student faculty directory, *The Joker*.

The activities and responsibilities of officers, and the detailed organization of the Student Association are outlined in the *Student Association Constitution and By-laws*.

CAMPUS ORGANIZATIONS

Aside from the Student Association and its committees, more than thirty campus organizations provide opportunity for leadership training. They may be classified under four divisions; namely, church-related organizations, social clubs, professional clubs, and special interest or hobby clubs.

The church-related organizations are the Missionary Volunteer Society, Ministerial Seminar, Christ's Foreign Legion, American Temperance Society, the Colporteur Club, and the Usher's Club.

The professional clubs are organized by the instructional departments of the College under the sponsorship of department heads.

The social clubs are organized according to place of residence. These are the Married Couples' Forum; Upsilon Delta Phi, the men's club; and Sigma Theta Chi, the women's club.



CONCERT-LECTURE SERIES

Each year students have the privilege of attending a concert-lecture series featuring distinguished artists, lecturers, and film travelogues. These programs are generally scheduled for Saturday or Sunday nights. The cost of season tickets issued to students at the beginning of each year is included in the tuition charge.

FINE ARTS SERIES

To cultivate an appreciation for that which is elevating and beautiful in the fine arts, five Sunday evening concerts by visiting musi-

cians are sponsored by the Fine Arts Department. Art exhibits by prominent artists in the area are opened to the public after the programs, presenting an opportunity to meet the artist. Season tickets are provided without charge to all students.

STANDARD OF CONDUCT

In harmony with the objectives of the College, high standards of behavior are maintained to encourage the development of genuine Christian character. Mature Christian students of sound spiritual and social integrity delight in standards that elevate and ennoble. Admission to SMC is a privilege that requires the acceptance of and compliance with published and announced regulations. Only those whose principles and interests are in harmony with the ideals of the College and who willingly subscribe to the social program as ordered are welcomed.

A student who finds himself out of harmony with the social policies of the College, who is uncooperative, and whose attitudes give evidence of an unresponsive nature may be advised to withdraw without specific charge. The use of tobacco or alcoholic beverages, theatre attendance, card playing, dancing, profane or vulgar language, and improper associations are not tolerated.

Each student is expected to acquaint himself with the standard of conduct published in the student handbook *SMC and You*. A copy may be obtained from the Dean of Student Affairs. Interim announcements of policies adopted by the faculty are of equal force with those listed in official publications.

CHAPEL AND WORSHIP SERVICES

The student is encouraged to communicate daily with his Creator. Time spent in contemplation of high and ennobling themes, in prayer, and in Bible reading is priceless to the student seeking a happy life.

The daily worship services in the residence halls, the chapel services, the religious emphasis weeks, and the weekend church services provide for the spiritual growth of the students comprising the college community. Students are expected to attend these services regularly. Failure to do so will jeopardize the student's current status and readmission privileges.

USE OF MOTOR VEHICLES

Since the free and unrestricted use of automobiles has a definite tendency to interfere with the student's spiritual and scholastic life on the campus of SMC, residence hall students are encouraged to leave their automobiles at home. Unless twenty-one years of age or older, freshmen are not permitted to use or park automobiles at the College or in the vicinity.

Students other than freshmen who reside in school homes and

STUDENT LIFE AND SERVICES

desire to bring automobiles may be granted permission upon application to the respective deans. Automobiles must be registered with the residence hall deans upon arrival. If satisfactory arrangements are made, a permit will be issued and a parking fee of \$10.00 a semester, or any part of a semester, will be charged.

Any student who desires to bring a motor vehicle should first correspond with the dean of the residence hall concerned. Complete information is available in the student handbook, *SMC and You*.

MARRIAGES

Early and hasty marriages are often the product of a lovesick sentimentalism which blinds youth to the high claims of true love as a principle rather than a feeling. Pure and holy affection is neither unreasonable nor blind.

To discourage early and hasty marriages, permission to marry during the regular school year will not be granted. Students secretly married will be dismissed from school.



Welcome

To SMC

ADMISSION TO SMC

SMC welcomes applications from young people whose principles and interests are in harmony with the ideals and traditions of the College as expressed in its objectives and policies. To qualify, applicants must give evidence of Christian character, intelligence, health, and a will to pursue the program outlined in this bulletin and the student handbook, *SMC and You*. Although religious affiliation is not a requirement for admission, all students are expected to live by the policies and standards of the College as a church-related institution. Only those who by their conduct and attitudes respect the total program may have the privilege of student citizenship on the SMC campus.

PREPARATION FOR FRESHMAN STANDING

An applicant for admission as a freshman must submit evidence of graduation or completion of a minimum of eighteen units from an approved secondary school and participation in the American College Testing Program (ACT). To be considered for admission, the student must also have a composite average of at least "C" in the total secondary school courses taken in English, Mathematics, Science, Social Science, and Foreign Language or a composite raw score of 15 or more on the ACT.

Applicants not meeting the requirements for regular admission will be given individual consideration and may be admitted under either of the following schedules:

- a. A Summer semester which will require a minimum of 6 semester hours as designated by the college selected from English, Social Science, Mathematics, Science, or Foreign Language. Students achieving a composite average of at least "C" on all courses attempted may then enroll for the Fall semester, subject to the published regulations of the college.
- b. A Fall semester which will require a minimum of 12 semester hours including three hours in Freshman English, six

ADMISSION TO SMC

additional hours selected from Social Science, Mathematics, Science or Foreign Language, and three hours which the student may elect. Admission will be for a nine-week probational period. Students achieving a composite average of at least "C" at the nine weeks will be permitted to re-register for the second semester. Those who do not reach this academic level will not be permitted to re-register for the second semester unless the first semester grades indicate marked improvement.

While the College does not recommend specific subjects for admission, the following minimum preparation, with quality performance in evidence, is required:

- ▶ A minimum of three units of English as a preparation to reading, writing, and speaking the English language effectively and accurately.
- ▶ Two or more units of mathematics including algebra—algebra and geometry preferred. For chemistry, engineering, mathematics, physics, and certain pre-professional curricula, as much mathematics should be included in the secondary program as possible.
- ▶ Two units of science—laboratory experience required in at least one unit.
- ▶ Two units of social studies—should include U. S. History.
- ▶ Two units of one foreign language, although not required, are strongly recommended.
- ▶ As a valuable aid in studies and work, a skill in typing is advised.

Students admitted with less than three units of religion and two units of one foreign language will be required to complete additional courses in these areas beyond the general education requirements for the baccalaureate degrees. An exception to the policy involving foreign language study may be noted in certain curricula leading to the Bachelor of Science and Bachelor of Music degrees.

Other deficiencies revealed by transcript and entrance examinations will be given individual attention. Make-up work involving remedial non-credit courses and college level courses intended to satisfy secondary unit deficiencies, will be assigned as part of the academic program during the freshman year. In general, four semester hours of college course work taken in the area of deficiency will be required to satisfy one unit of deficiency.

ADMISSION OF TRANSFER STUDENTS

Students wishing to transfer to SMC from another college or university must follow the same application procedure as other students. Transfer credits may be applied toward the requirements for a degree when the student will have satisfactorily completed a minimum of twelve semester hours in residence. A maximum of seventy-two semester hours may be accepted from a junior college. Background

deficiencies revealed by transcripts and entrance examinations will be given individual attention.

ADMISSION BY EXAMINATION

Students who are 21 years of age or older and who are unable to provide evidence of having completed the requirements for secondary school graduation are encouraged to seek admission if personal qualifications for success in college are in evidence. The results of college entrance examinations as advised by the College and the educational background of the applicant will be considered necessary criteria for admission.

ADMISSION OF SPECIAL STUDENTS

Mature individuals who do not meet the above college admission requirements and who do not wish to become degree candidates, or otherwise-qualified students who may desire limited credit for transfer to another institution of higher learning may register as special students.

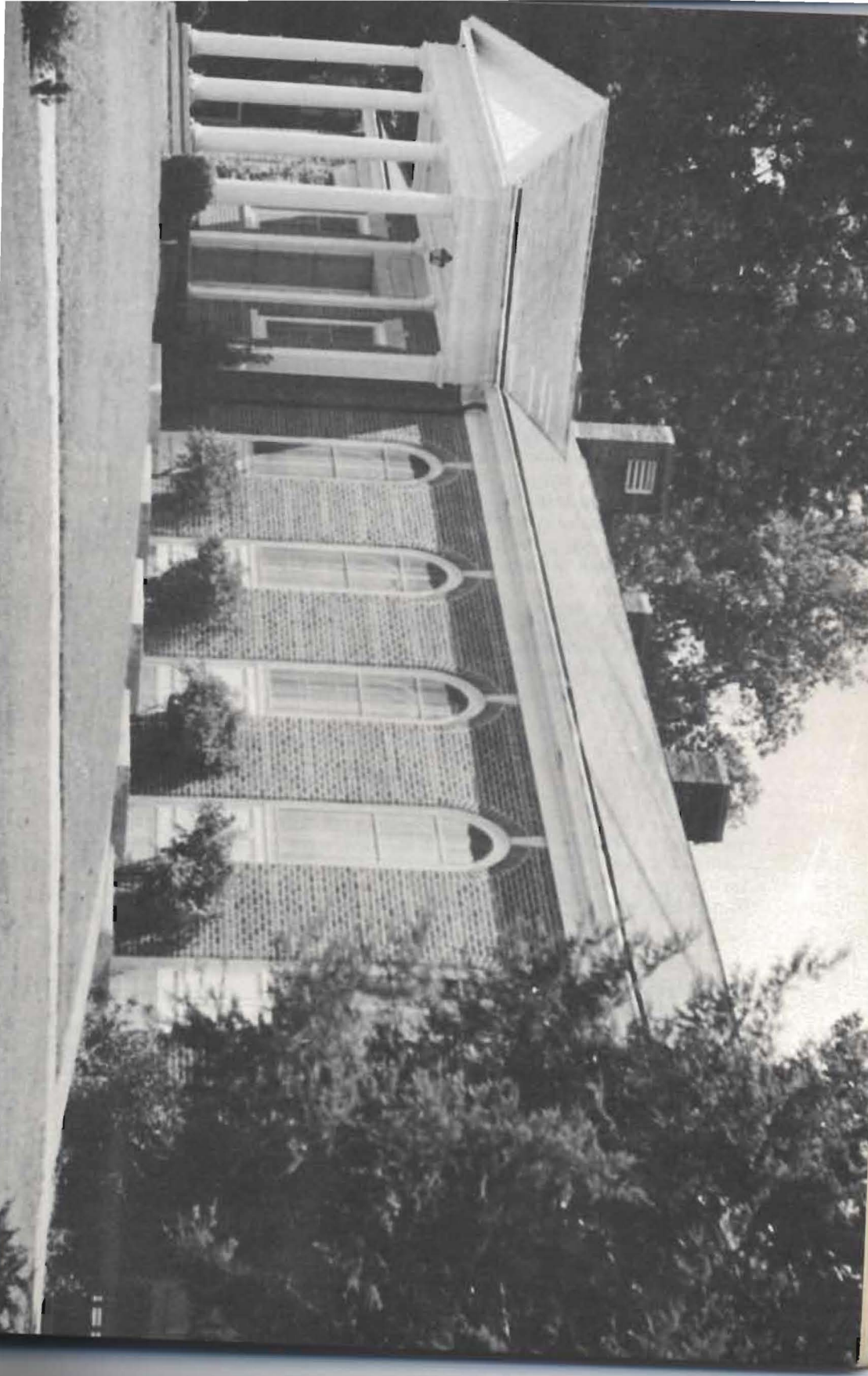
APPLICATION PROCEDURE FOR ADMISSION

- ▶ Request application forms from the Office of Admissions and Records.
- ▶ Return the completed application to the Office of Admissions and Records with the application fee of \$5, which is not refundable. After July 31, the application fee is \$10.
- ▶ Transcripts of credits and other documents must be obtained by the applicant and forwarded to the Office of Admissions in support of an application. These will become the property of the College.
- ▶ To permit a more effective program of counseling for admission, applicants must submit scores from the American College Testing Program (ACT). Test scores are valuable in determining ability to pursue a college program, and in discovering areas in which the student may be deficient.
- ▶ Upon receipt of the application, transcripts of credits, recommendations and test scores, the Admissions Committee will notify the applicant of the action taken.

WHEN TO APPLY OR REAPPLY

New students are urged to submit applications not later than the last term of the senior year of high school. Applications submitted at the beginning of the senior year will sometimes enable the College to suggest ways of strengthening the student's preparation. Because of the difficulty sometimes encountered during the summer months in obtaining necessary transcripts, test scores, and recommendations, more time will be necessary for processing late applications.

Students in residence may submit re-applications without charge until April 30. Thereafter the regular application fee of \$5 will be required until July 31, after which the fee becomes \$10.



PROGRAMS OF STUDY DEGREES AND CURRICULA

As a Christian liberal arts college, SMC intends that God be placed at the center of all learning experience. Through the direct classroom approach, the emphasis assigned to spiritual matters in college life, and through the planned social program for the student, a satisfying perspective of the universe may be achieved.

A Christian liberal education at SMC makes central its concern for character and intelligence, neither of which it can create. It attempts to provide the atmosphere and conditions under which both can be discovered and nurtured to maturity. In essence, it seeks to:

- ▶ Engender a considered sense of judgment values involving commitments to *a priori* moral positions based on Christian philosophy, religion and experience.
- ▶ Liberate the individual human mind as essential to the discovery and acquisition of truth.
- ▶ Reveal that education is both discipline and delight, and that meaningful, lasting benefits flow from men and women who have tasted the pleasures of learning.
- ▶ Provide knowledge of classified facts pertaining to man's relationship to his physical and social universe.
- ▶ Develop basic abilities and skills that are widely transferable and needed in nearly all of man's pursuits. To understand people, to be able to organize and communicate effectively, and to possess a will to follow through with the assigned task at hand are all essential tools for successful living.

PLANNING A COURSE OF STUDY

When planning for college, the student should consider in detail the course of study desired as a preparation for a specific profession or occupation. It is not always necessary to have made firm decisions about the choice of life's work before entering college. Some students prefer to take a general program of education during the freshman year while exploring several fields of knowledge. This approach need not result in loss of credits if carefully planned. Students planning to teach should include courses in teacher education as a part of their program of study in order to qualify for denominational and state certification.

The programs of study and the over-all graduation requirements outlined in this bulletin should be diligently considered by students in advance of registration. Think about the desired program in detail, then consult the faculty adviser. If convenient, freshman students may wish to consult faculty advisers during the summer months prior to the beginning of the fall term.

PROGRAMS OF STUDY

The College offers programs of study leading to the Bachelor of Arts, Bachelor of Science, and Bachelor of Music Degrees. Although SMC is essentially a liberal arts college, pre-professional and terminal curricula are offered for students planning to enter professional schools and for those who, because of limited resources and qualifications, may wish to pursue a two-year terminal program of a technical nature. These curricula are described following the degree programs.

GENERAL DEGREE REQUIREMENTS

The general degree requirements for a baccalaureate degree are:

- ▶ A minimum of 128 semester hours including 40 hours of upper biennium credits, with a resident and cumulative grade point average of 2.0 (C) or above. Courses completed with grades lower than a "C" may not be applied on a major or minor.
- ▶ Completion of a major and minor (two majors accepted), the general education requirements, and electives to satisfy the total credit requirements for graduation.
- ▶ Thirty semester hours of credit, sixteen of which must be in the upper biennium, including at least eight in the major and three in the minor, must be completed in residence immediately preceding conferment of the degree.
- ▶ Completion of the general education requirements.
- ▶ Completion of a senior comprehensive examination provided by the College.

GENERAL EDUCATION REQUIREMENTS

The well-educated individual must possess an understanding of the broad outlines of human knowledge as well as his chosen field of specialization. It is the purpose of general education to provide the student with a capability for critical thinking and a knowledge of his cultural heritage. Thus all degree candidates are required to select certain general education courses as a part of the total educational program. While it is not expected that students complete all the general education requirements during the freshmen and sophomore years, a total of 45 hours must be completed before registering for upper biennium courses, with six hours in each of the following areas: communication arts, foreign language, science and mathematics, social science, and religion. Any variance from the general education program outlined below for the Bachelor of Arts degree may be found in the departmental description of the specific curriculum and degree sought.

GENERAL EDUCATION REQUIREMENTS

Communication Arts	12 hours
Fine Arts	4 hours
Foreign Language	6 hours

Science and Mathematics	12 hours
Religion	12 hours
Social Science	12 hours
Physical Education and Health	4 hours
Applied Arts and Vocational Training	4 hours

COMMUNICATION ARTS. Twelve hours

To prepare the student more fully in the effective and accurate use of spoken and written English and to acquaint the student with the beauty and knowledge of selected literary masterpieces, the following courses in the Communication Arts are required:

a. English 1-2	6 hours
b. Literature	4 hours
c. Speech 5	2 hours

Candidates for a baccalaureate degree are required to pass a test in English usage, spelling, and reading. The test will be first administered as part of the course, English 1-2. Students who fail to achieve satisfactory passing scores the first time must repeat the examinations prior to the end of the sophomore year.

FINE ARTS. Four hours

To provide for a better understanding and appreciation of the creative arts, the following courses are required:

a. Music 61 or Art 60	2 hours
b. Applied Music or Art	2 hours

FOREIGN LANGUAGE. Six hours

To broaden the student's knowledge of other peoples and cultures, courses in foreign language are required. Since a degree of competence in one language is expected, the student must complete one of the following courses:

- a. Spanish 93-94
- b. German 83-84
- c. French 73-74
- d. Greek 101-102

Students entering college with a language deficiency or inadequate preparation for one of the above-mentioned courses must first complete an elementary course in the chosen foreign language.

Any student whose native tongue is not English must meet the six-hour requirement by additional studies in English, speech and courses dealing with American culture.

RELIGION. Twelve hours

To better understand the nature and destiny of man and his relationship to his Creator, the student presenting three or more units

PROGRAMS OF STUDY

of Bible credit from any approved secondary school is required to take the following courses:

- a. Religion 5 2 hours
- b. Additional courses selected from
Bible and religion only 10 hours

Students presenting only two units of Bible credit from an approved secondary school must take two hours and those having one unit or less must take four hours of religion in addition to the above requirements.

Those without previous Bible study must elect Religion 1, 2 to meet the four-hour additional requirement in religion. Transfer students from other than Seventh-day Adventist colleges will take four hours for each year in residence with a minimum of six hours for graduation.

SCIENCE AND MATHEMATICS. Twelve hours

An understanding of the scientific method and the universe in which he lives is vitally important to the well-educated individual. This requirement must be met in part by selecting a minimum of six hours in sequence with a laboratory from the following courses:

- a. Biology 1, 2; 11, 12; 45, 46
- b. Chemistry 1-2; 7-8
- c. Physics 51-52; 61-62

To complete this requirement, additional courses may be selected from Mathematics, Biology, Chemistry or Physics, with the exclusion for those who take Biology 1, 2, of Chemistry 5, Physics 2, and Biology 9.

SOCIAL SCIENCE, Twelve hours

To acquaint the student with the social and cultural aspects of man and his environment, the heritage of western civilization and current social concepts, the student is required to take the following courses:

- a. History 1, 2 or 53, 54 6 hours
- b. Additional courses selected from economics,
geography, history, political science, psychology,
or sociology 6 hours

Students who have not taken World History in the secondary school must include History 1, 2.

PHYSICAL EDUCATION AND HEALTH. Four hours

To provide the student with the necessary skills for acceptable leisure time recreational activities and physical fitness, the student is required to take the following courses:

- P. E. 7, 8; 15, 16; and 53 4 hours

During the first two years in residence students taking eight hours or more each semester are required to take P.E. 7, 8 and P.E. 15, 16 for instruction in the basic techniques and skills of at least five carry-over games commonly played for recreation and exercise.

APPLIED ARTS AND VOCATIONAL TRAINING. Four hours

Opportunity for work experience and vocational training is provided as an integral part of the total educational experience in order to teach the student that labor is God-given, dignified and an aid to character development. Productive and useful labor can aid in developing character traits of industry, dependability, initiative, cooperation and thrift. This requirement may be satisfied by selecting courses from Home Economics, with the exclusion of courses 2, 2a, 161, 162, 61, 131, 5, 119, 141, 142 and 191; Industrial Education, Library Science, and Office Administration, with the exclusion of courses 72, 73, 77, 78, 141, 146, 174, 178, 181 and 185.

As an alternative, the student may elect work experience in *one* of the auxiliary enterprises or departments of the college. This would not carry academic credit but would constitute a waiver of applied arts and vocational training requirements. The work experience shall consist of satisfactory employment for a minimum of 300 hours during each of two years in residence. Although not entered as academic transcript items, labor grades are issued at the close of each nine-week period. Hours of labor earning less than a grade of "S" may not be considered in completing this requirement. Students wishing to meet the requirement through vocational work experience must declare their intention to do so in writing to the registrar during regular registration periods.

THE BACHELOR OF ARTS

Twelve majors for the Bachelor of Arts degree are offered:

- Biology
- Business Administration
- Chemistry
- Church and Community Services
- Communications
- English and Literature
- History
- Mathematics
- Music
- Physics
- Spanish
- Theology

THE BACHELOR OF SCIENCE

Nine majors for the Bachelor of Science degree are offered. For general education requirements in variance with those previously outlined for the Bachelor of Arts degree, the student should consult



PROGRAMS OF STUDY

the specific department of interest as listed in the section "Departments and Courses of Instruction."

The majors are:

Accounting	Foods and Nutrition	Nursing
Chemistry	Home Economics	Physics
Elementary Education	Medical Technology	Office Administration
		Community Services

THE BACHELOR OF MUSIC

The Bachelor of Music degree is available to students planning to major in music with special emphasis in music education or music performance. The detailed requirements for this professional degree are outlined under the Department of Music in the section "Departments and Courses of Instruction."

MAJOR AND MINOR REQUIREMENTS

The College offers twenty-three majors and twenty-two minors for students wishing to qualify for a baccalaureate degree. Minors are offered in Art, Industrial Education, Journalism, Speech, Psychology, Physical Education, and German, as well as in most major fields of study listed under the degree programs. Each major for a baccalaureate degree consists of thirty hours or more in the chosen field of specialization of which a minimum of fourteen must be upper biennium credit. The total of semester hours required for each major for the Bachelor of Science and Bachelor of Music degrees varies with the field of specialization chosen.

All minors consist of eighteen semester hours, except Religion which requires six additional hours beyond the general education requirement and English which requires twenty-one hours. Six hours of a minor must be upper biennium credit.

The specific requirements for majors and minors are given under the respective departments in the section "Departments and Courses of Instruction."

GRADUATION WITH HONORS

Upon the recommendation of the Academic Policies Committee and the approval of the faculty, a degree candidate in good and regular standing, having attained a grade point average of 3.5 or higher, may have the degree conferred *cum laude*.

GRADUATION IN ABSENTIA

It is expected that degree graduates participate in the commencement services unless granted written permission by the President of the College to be graduated *in absentia*. Written application for exemption should be made early in the second semester of the senior year. Permission will be granted only in instances of obvious necessity. A fee of ten dollars is assessed for graduating *in absentia*.

RESPONSIBILITY OF THE STUDENT

The responsibility for satisfying degree requirements rests with the student. Each student is expected to acquaint himself with the

various requirements published in the bulletin and to plan his course of study accordingly. The student may choose to meet the requirements of any one bulletin in effect during the period of residency preceding the senior year. If he discontinues for a period of twelve months or more, he must qualify according to a single bulletin in force subsequent to his return but prior to the senior year.

A student may become a degree candidate when he enters upon the school term during which it will be possible to complete all requirements for graduation. Formal application for graduation must be made at the Office of Records during the second semester of the junior year. Students transferring to SMC for the senior year must file a request at the time of registration.

All resident candidates must be members of the senior class. Seniors who did not participate in the junior class of the previous year are assessed an additional amount equal to the junior class dues.

PRE-PROFESSIONAL CURRICULA

SMC offers pre-professional and pre-technical programs in a wide variety of fields which may prepare students for admission to professional schools or to enter upon technical careers. Below are listed the pre-professional curricula most frequently chosen by students.

Dentistry	Medicine	Physical Therapy
Dental Hygiene	Occupational Therapy	Social Work
Engineering	Optometry	Veterinary Medicine
Law	Osteopathy	X-Ray Technology
Medical Technology	Pharmacy	

Pre-professional and technical admission requirements may vary from one professional school to another. The student is, therefore, advised to become acquainted with the admission requirements of the chosen school.

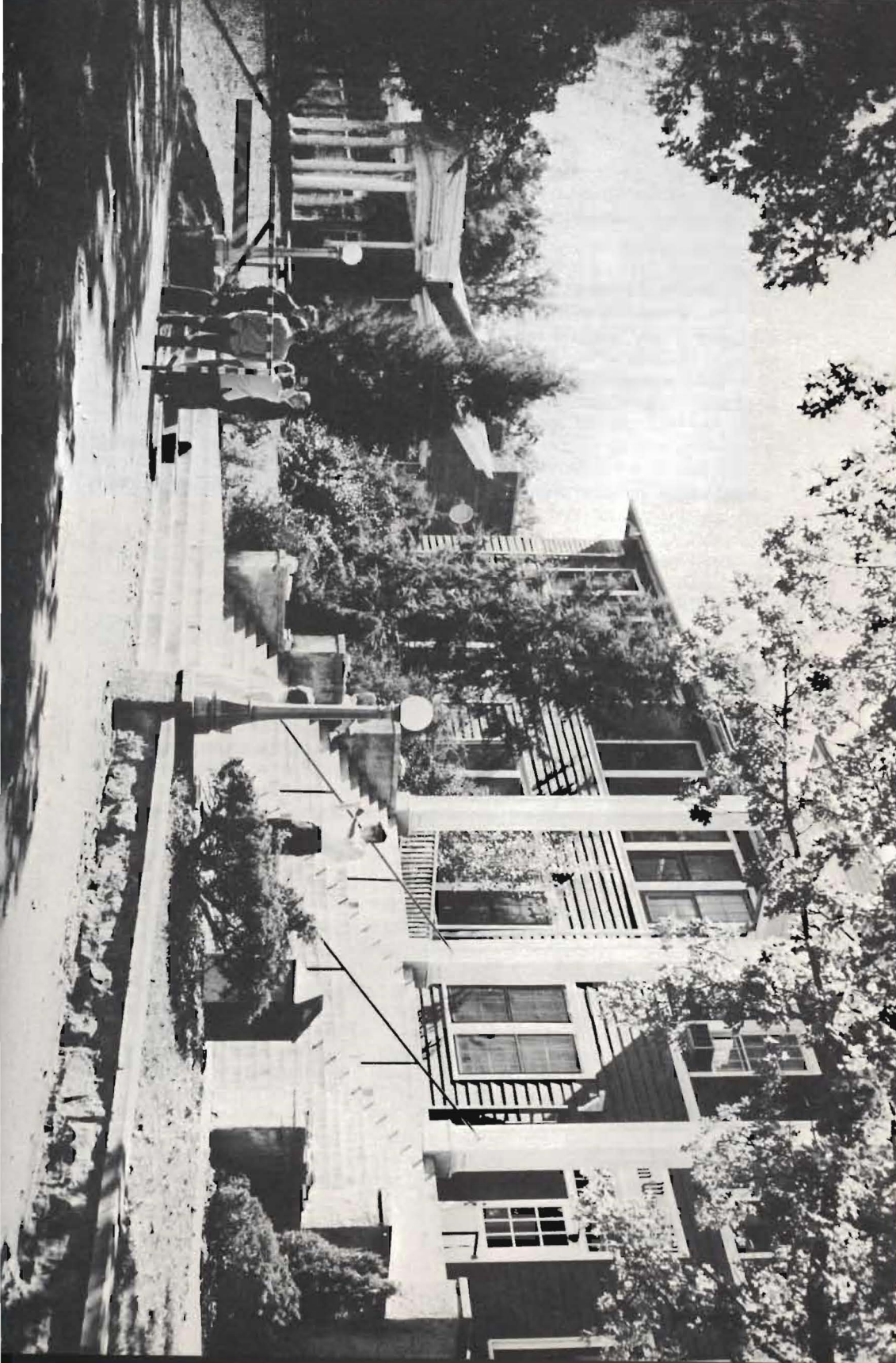
Detailed requirements for the pre-professional curricula are outlined following the section "Departments and Courses of Instruction."

TERMINAL CURRICULA

In addition to the degree programs and pre-professional curricula, the College offers five terminal curricula intended to meet the needs of students with limited resources and qualifications who wish to experience the benefits of one or two years on a college campus. The following terminal curricula qualify the student for a diploma.

Home Economics	Medical Secretary
Industrial Education:	Office Administration
Building & Woodshop Trades	
Mechanic Arts	

Complete details of course requirements for the terminal curricula are outlined in the departmental descriptions in the bulletin section "Departments and Courses of Instruction."



ACADEMIC INFORMATION

REGISTRATION

Students are expected to register during the scheduled registration periods designated in the school calendar. The registration process is complete only after all procedures have been met and registration forms are returned to the Office of Records. Freshmen and transfer students are required to participate in the Orientation Week activities.

Late Registration. Permission to register late must be obtained from the Academic Dean. Students failing to register during the scheduled registration periods will be assessed a late registration fee of \$5.00. The course load of a late registrant will be reduced by one to two semester hours for each expired week of instruction. No student should expect to register after two weeks of the semester term have elapsed.

Changes in Registration. To avoid changes in registration the student should carefully consider the program of courses necessary to meet his objectives. To avoid subsequent adjustments, a balance must be maintained between the course load, work program, and extra-curricular activities.

If expedient, changes in the student's program may be made during the first full week of instruction by the Director of Records with the approval of the course instructor. Subsequent changes must also have the approval of the Academic Dean. To effect a change in courses, the student must obtain the appropriate change of registration voucher at the Office of Records. After having the proposed change of program approved, the student must return the form to the Office of Records. Course changes and complete withdrawals from the school become effective on the date the voucher is filed at the Office of Records. A fee of \$5.00 will be assessed for each change in the course program following registration week.

A student may not change from one course section to another without the approval of the instructor and the Director of Records.

A student may withdraw from a course up to the fourth week of a semester with a grade of "WP." From the fourth week to the twelfth week a grade of "WP" or "WF" will be recorded. Thereafter a grade of "F" will be recorded unless the withdrawal is due to unavoidable circumstances, in which case a grade of "WP" will be applied.

ACADEMIC INFORMATION

No tuition adjustment will be permitted for reductions in course loads after the twelfth week of a semester term.

Auditing Courses. A student may register on an audit basis in courses for which he is qualified. Class attendance is expected but examinations and reports may be omitted. With the approval of the instructor a student may change a course registration for audit to credit, or for credit to audit, during the first week of instruction only. No credit is given for courses audited, and the fee is half the regular tuition charge.

COURSE LOAD

The measure of a college course is expressed in semester hours. A semester hour usually consists of one fifty-minute class period per week for one semester. Thus, two semester hour classes are scheduled to convene twice a week and three semester hour classes three times a week, except in courses where a portion of the work is of a remedial nature. A laboratory period of two or three hours is equal to one class period.

To qualify for a baccalaureate degree in four years, a student must take an average load of sixteen hours per semester. The summer term may be used to advantage by students wishing to complete degree requirements in less than four years or by students having to take reduced programs of studies.

Except by permission of the Academic Dean, a resident student may not register for more than sixteen or less than eight semester hours. By permission, students of superior scholastic ability may register for a maximum of eighteen hours. Freshmen may not exceed seventeen hours. A student is expected to pursue a program of studies on the campus equal to his ability.

Study-Work Program. It is exceedingly important that the student adjust the course load to achieve a reasonable balance in study and work. During registration the student should confer with his adviser or major professor in planning the proper balance of study and work. In determining an acceptable study-work program, the student's intellectual capacity and previous scholastic record are considered. Exceptions to the following schedule of study and work must receive the approval of the Academic Dean.

Course Load	<i>Maximum Work Load</i>
16 hours	16 hours
14 hours	20 hours
12 hours	26 hours
10 hours	32 hours
8 hours	38 hours

Students of average scholastic ability are advised to plan a study-work program involving less than the maximum hours of labor permitted. Freshmen in particular need more time for orientation and adjustment to the college academic program.

GRADING SYSTEM

Mid-semester and semester grade reports are issued to the student and his parent or guardian. Only semester grades are recorded on the student's permanent record at the College. The following system of grading and grade point values is used:

A	Superior	4 grade points per hour
B	Above average	3 grade points per hour
C	Average	2 grade points per hour
D	Below average	1 grade points per hour
F, FA	Failure, Failure due to absences	0 grade points per hour
S	Satisfactory	
I	Incomplete	
WP	Withdrew passing	
WF	Withdrew failing	0 grade points per hour
AU	Audit	
NC	Non-credit	

The grade "S" may be given in group organizations and problem courses but may not be used as a final grade. An "I" is given only when unavoidable circumstances prevent the completion of the course. The Incomplete automatically becomes an "F" if not removed during the following semester.

A course in which the student received a grade of "D" or "F" may be repeated before he takes a more advanced course in the same field. A course may not be repeated for credit by correspondence study.

The grade point average may be calculated by dividing the total number of grade points earned by the course load.

ACADEMIC PROBATION

A freshman, transfer, or returning student admitted with less than a cumulative grade point average of 2.0 (C) is automatically placed on scholastic probation. To continue in school the student admitted on scholastic probation must demonstrate satisfactory progress. As a general rule a student may not continue beyond the sophomore level unless the cumulative grade point average is "C" or better.

ACADEMIC INFORMATION

The case of each probationary applicant will be given individual attention. Students admitted on scholastic probation are required to limit their extra-curricular activities and part-time employment. The college reserves the right to ask any student whose academic progress is in general unsatisfactory to withdraw or transfer to another field.

CLASS AND CHAPEL ATTENDANCE

Class Attendance. Regular attendance at all class and laboratory appointments is required. If the total number of absences, regardless of reason, exceeds twice the number of class meetings per week, the grade of "FA" may be recorded. To avoid a course grade of "FA" the student may request the instructor to review the case with the Academic Dean if the cumulative absence record was primarily due to illness or unavoidable emergency.

Class make-up work will be permitted only if absences are incurred because of illness, authorized school trips, or emergency. Excuse requests recognized by the Academic Dean must be presented to the instructors within forty-eight hours after the student resumes class attendance. All make-up work involving examinations and other class assignments must be completed within two weeks unless otherwise arranged with the instructor.

Absences immediately preceding or following a vacation, school picnic, field day, or from the first class appointment of the second semester by one in residence, carry a double penalty. Three tardinesses are equivalent to an absence.

Chapel Attendance. The chapel service is provided for the spiritual and cultural benefit of the college family, to promote the interests of SMC, and to develop and conserve a spirit of campus unity. In essence the chapel attendance policy is the same as for class attendance in that no absences are permitted except for illness, authorized school trips, or emergency. Excuses must be presented at the Dean's office within 48 hours after the absence. If the number of unexcused absences in any one semester exceeds the number of chapel services per week, the student will receive a note of advice. Subsequent unexcused chapel absences may disqualify the student as a citizen on this campus. A student leaving chapel after record is taken will be considered absent. Three tardinesses are equivalent to an absence.

A satisfactory chapel attendance record is required for readmission to SMC.

SPECIAL EXAMINATIONS

Upon recommendation of the instructor and the approval of the Academic Policies Committee, a student may obtain a waiver of curricular requirements by successfully completing comprehensive examinations—written, oral, manipulative or otherwise, as determined by the instructor. A fee of \$5.00 is assessed.

COLLEGE CREDIT BY EXAMINATION

In recognition of the needs of the exceptionally gifted student,

college credit by examination is permitted in curricular course requirements which follow in sequence in the chosen major and minor. The following rules of procedure apply:

- ▶ Application in writing to the Academic Dean with the approval of the major professor and department chairman at least four weeks in advance of the proposed examination date.
- ▶ Payment to the accounting office of a special examination fee of \$25.00.
- ▶ Sitting for the comprehensive examinations, written, oral, manipulative or otherwise as determined by the instructor in collaboration with the department chairman.
- ▶ A grade of "B" must be achieved by the student to have course credits recorded as college credit.

CORRESPONDENCE AND EXTENSION COURSES

A maximum of twelve semester hours of correspondence or extension work credit may apply toward a baccalaureate degree program and eight hours toward a two-year terminal curriculum.

A student will be permitted to carry correspondence or extension work while in residence only if the required course is unobtainable at the College. A student may not begin correspondence work during the second semester of his senior year. Transcripts of final grades must be in the Office of Records at least four weeks before graduation. All correspondence work whether taken while in residence or during the summer, must be approved in advance by the Academic Dean.

Correspondence work may not apply on the upper biennium requirements of the major or minor. A minimum grade of "B" must be earned to apply on the lower biennium requirements for a major. Correspondence credit with a "D" grade is unacceptable and a course in which the student earned a grade of "D" or "F" while in residence may not be repeated by correspondence. No correspondence credit will be entered on the student's record until he has earned a minimum of twelve hours in residence with an average of at least "C".

CLASS ORGANIZATIONS

Student classes are organized early in the first semester according to the following levels of academic achievement:

Freshmen	0-23	semester hours
Sophomores	24-55	semester hours
Juniors	56-95	semester hours
Seniors	96-	semester hours

The class standing for which a student qualifies generally continues through the entire school year. Eligibility for office requires an acceptable scholastic and citizenship record.

ACADEMIC INFORMATION

A student may not be classified as a senior until he has filed a formal request with the Office of Records for spring or summer graduation candidacy. All candidates for graduation must join the senior class organization and meet the non-academic requirements voted by the class membership.

HONORS

The following honors program has been devised in recognition of quality scholarship and a commitment to learning.

Dean's List. Students who carry a minimum of twelve semester hours and attain a grade point average of 3.5 or above for two consecutive semesters are listed on the official Dean's List. At the discretion of the instructor, students on the Dean's List may be given the opportunity to pursue planned programs of independent study in certain upper biennium courses designated by the instructor.

Honorable Mention. Students who achieve a grade point average of 3.0 or above for a single semester with a minimum course load of twelve hours are given honorable mention.

TRANSCRIPTS

Copies of a student's academic record may be obtained by the student upon request to the Office of Records. The first copy of the transcript is issued without charge. Thereafter, a charge of \$1.00 is assessed for each additional copy.

DIVISIONS OF INSTRUCTION

For administrative purposes the several departments and areas of instruction have been organized by related fields into divisions as indicated below.

I. APPLIED ARTS AND SCIENCES

Chairman: WAYNE VANDEVERE

1. Business Administration.
2. Home Economics.
3. Industrial Arts—Library Science.
4. Office Administration.

II. COMMUNICATION ARTS

Chairman: CLYDE BUSHNELL

1. Communication.
2. English and Literature.
3. Modern Languages and Literature.

III. EDUCATION-PSYCHOLOGY-HEALTH PHYSICAL EDUCATION

Chairman: KENNETH M. KENNEDY

1. Education and Psychology.
2. Health and Physical Education.

IV. FINE ARTS

Chairman: MORRIS TAYLOR

1. Art.
2. Music.

V. NATURAL SCIENCES-MATHEMATICS

Chairman: JOHN CHRISTENSEN

1. Biology.
2. Chemistry.
3. Mathematics.
4. Physics.

VI. NURSING

Chairman: HARRIET SMITH-REEVES

VII. RELIGION, THEOLOGY, AND RELATED STUDIES

Chairman: BRUCE JOHNSTON

1. Religion and Theology.
2. Biblical Languages.

VIII. SOCIAL SCIENCES

Chairman: EVERETT T. WATROUS

1. History.
2. Political Science.
3. Sociology.
4. Community Services.

For convenience of reference the departments and related areas are listed alphabetically throughout the following pages.



DEPARTMENTS AND COURSES OF INSTRUCTION

COURSE NUMBERS

Courses numbered 1 to 49 are lower biennium courses taken mainly by freshmen, and 50 to 99 mainly by sophomores; those numbered 100 to 149 are upper biennium courses open primarily to juniors; and 150 to 199 are open primarily to seniors.

Uneven course numbers (e.g., 51) represent courses offered the first semester, and even course numbers (e.g., 52) represent courses offered the second semester.

Course numbers that stand alone (e.g., 56) represent courses of one semester which are units in and of themselves.

Course numbers separated by a hyphen (e.g., 1-2) represent year courses, the semesters to be taken in sequence. Credit for the first semester only will not apply toward graduation from any curriculum.

Course numbers separated by a comma (e.g., 41, 42) represent units in and of themselves either one of which may be counted for graduation without reference to sequence.

Course numbers separated by a colon (e.g., 11:12) are year courses in which credit for the first course is a prerequisite to the second; however, credit may be given for the first semester when taken alone.

Course numbers followed by a letter (e.g., 165r., 166r) may be repeated for credit, because of difference in subject matter.

ALTERNATING COURSES

Throughout the following section, courses which are not offered during the school year 1964-65 will be starred to the left of the course number (e.g., *57, 58). This arrangement of offering courses in alternate years (generally on the upper biennium level) makes possible the enrichment of curricula without a proportional increase of instructional expense.

ART

Olivia Dean, Morris Taylor, Nellie Jo Williams, Charles Cook

Minor: Eighteen hours including courses 1:2; 60; 143:144; and eight hours of applied art including two hours of advanced painting.

1:2. FUNDAMENTALS OF DRAWING AND DESIGN

4 hours

An introductory course in drawing, composition, design, color organization and basic lettering. Emphasis on the basic art elements and their functions in composition.

9, 10 ADVERTISING LAYOUT AND LETTERING

4 hours

A course that develops the ability to design two-dimensional forms in preparing posters, advertising brochures, lettering, and magazine layout.

BIOLOGY

48 CRAFTS

2 hours

A laboratory course introducing a variety of materials and techniques; such as, braiding, weaving, paper sculpture, glass and aluminum etching, mosaics.

51, 52. BEGINNING PAINTING

2 or 4 hours

Recommended prerequisite: Art 1, 2.

Introduction to water color, oil paint, and pastel painting, landscapes, still life, and flowers; originality will be stressed.

55, 56. CERAMICS

4 hours

Basic techniques of ceramics and pottery; stressing creative expression as well as different forms of glazing.

7r, 8r. SCULPTURE

4 hours

The various expressions in three dimensional forms are studied. Portrait sculpture, building up in soft materials as well as direct plaster techniques.

57, 58. ART EDUCATION AND SKILLS

2 hours

Exploratory activities designed to acquaint the prospective teachers with art materials, and the skills and techniques necessary for their effective use at the various instructional levels.

123, 124. DRAWING

4 hours

Prerequisites: Art 1, 2 or permission of the instructor.

A course designed to give a wider range of techniques and media involved in still-life, landscape and clothed figure drawing.

165r, 166r. PAINTING

4 hours

Prerequisite: Art 51, 52.

Here a student may desire to study further the use of the various media, also explore the relationships of abstract representation to realism. Instruction in clothed figure painting; landscapes and animal life.

ART HISTORY

60. SURVEY OF ART

2 hours

An introductory course to art experience. A survey of art media with illustrated lectures, discussion, and analysis of important masterworks.

143:144. HISTORY OF ART

4 hours

Recommended prerequisite: Art 60.

A study of the arts of western civilization from antiquity to the present with an emphasis on the pivotal figures in art history. Representative examples of painting, sculpture, and architecture will be studied as well as some examples from the graphic and decorative arts.

BIOLOGY

Huldrich Kuhlman, Elbert Wescott, Edgar Grundset

Major: Thirty hours including Biology 1 or 17; 22; 45, 46; 111; 128; and 195. Cognate requirement: Chemistry 1-2. A minor in Chemistry is recommended.

Minor: Eighteen hours including six hours of upper biennium. Course number 195 is required.

1. GENERAL BIOLOGY

3 hours

A study of biological principles and of the classification of the plant kingdom. Two hours lecture, three hours laboratory, each week.

2. GENERAL BIOLOGY**3 hours**

Consideration of biological principles as related to animal life. Study of typical members of each phylum in the animal kingdom. This course (Biology 2) will not apply toward a biology major. Two hours lecture, three hours laboratory, each week.

11, 12. ANATOMY AND PHYSIOLOGY**6 hours**

A study of the fundamentals of human anatomy and physiology. Two hours lecture, three hours laboratory, each week.

15. FIELD NATURAL HISTORY**3 hours**

An introductory treatment of the fundamental principles of plant and animal life. Topics of special emphasis will include the study of birds, insects, flowers, trees, heredity, ecology and conservation. Will not apply on any curriculum if Biology 1 or 2 is taken. Two hours lecture, three hours laboratory each week.

17. FUNDAMENTALS OF BOTANY**4 hours**

Nature and development of plants including physiology, anatomy, morphology, inheritance and general classification of the main plant groups with special emphasis on the seed plants. Three hours lecture, three hours laboratory each week.

22. MICROBIOLOGY**4 hours**

A study of micro-organisms; their relation to the production of disease in man and their modes of transmissions; methods used in specific prevention or treatment of disease. Three hours lecture, three hours laboratory, each week.

45, 46. GENERAL ZOOLOGY**8 hours**

A study of the general biological principles of animal life including their general structure, physiology, habitat, classification, and life history. Three hours lecture, three hours laboratory, each week.

105. MAMMOLOGY*3 hours**

Prerequisite: Biology 2 or 45 or equivalent.

Classification, distribution, life history and population of mammals. Two hours lecture and three hours laboratory or field trip each week.

107. PARASITOLOGY**3 hours**

Prerequisite: Biology 2, or 46, or equivalent.

A general survey of the more important parasites of man and domestic animals. Two hours lecture, three hours laboratory, each week.

108. ORNITHOLOGY**3 hours**

Prerequisite: Biology 2 or 45 or equivalent.

An introduction to the external structure, classification, behavior, nesting, migration, and phylogeny of birds. Laboratory periods are spent studying birds in the field. Two hours lecture, three hours laboratory work each week.

110. ENTOMOLOGY*Summer session, 3 hours**

Prerequisite: Biology 2 or 46, or equivalent.

An introduction to the study of insects with emphasis on development and behavior. Classification of important orders and families and the use of insect keys will be stressed in laboratory work. Two hours lecture and three hours laboratory work each week.

111. GENETICS**3 hours**

Prerequisite: Biology 1 and 2 or equivalent.

A study of heredity as related to man and some domestic plants and animals. Two hours lecture, three hours laboratory, each week.



112. ECONOMIC BOTANY

2 hours

Prerequisite: Biology 1 or 17 or equivalent.

A study of the major useful plants and plant products of the world from the standpoint of their history, cultivation, preparation and utilization. Two hours lecture each week.

120. ECOLOGY

3 hours

Prerequisite: Biology 1 and 2 or equivalent.

A study of plants or animals in relation to their natural environment. Two hours lecture and three hours field work each week.

127. CRYPTOGAMIC BOTANY

3 hours

Prerequisite: Biology 1 or 17 or equivalent.

A study of the non-flowering plants of the Collegedale area. Two hours lecture and three hours field work each week.

128. SYSTEMATIC BOTANY

3 hours

Prerequisite: Biology 1 or 17 or equivalent.

The identification of seed plants of the Collegedale area with a view of the acquisition of familiarity with the distinguishing features of the great plant groups. Two hours lecture, three hours laboratory, each week.

143. ICHTHYOLOGY AND HERPETOLOGY

3 hours

Prerequisites: Biology 2 or 45 or equivalent.

A study of fish, amphibians, and reptiles with emphasis on classification, identification, distribution, life histories and economic importance of local species.

145. GENERAL EMBRYOLOGY

3 hours

Prerequisite: Biology 45, 46 or equivalent.

An introduction to the development of the vertebrate animal with emphasis on the development of the chick. Two hours lecture, three hours laboratory, each week.

146. COMPARATIVE ANATOMY

3 hours

Prerequisite: Biology 45, or equivalent.

A comparison of the anatomy of the various organ systems of vertebrates. The dogfish shark, mud puppy, cat, and/or fetal pig are used for laboratory study. Two hours lecture and three hours laboratory each week. (Credit will not be given for both this course and the former Zoology 104.)

176. PLANT PHYSIOLOGY

3 hours

Prerequisites: Biology 1 or 17 or equivalent and Chemistry 1-2 or equivalent.

A study of the functions of plant organs. Topics covered include water relations, mineral nutrition, photosynthesis, transpiration, translocation, respiration and growth. Two hours lecture, three hours laboratory, each week.

177. MICROTECHNIQUE

3 hours

Prerequisite: Biology 1, 2 or equivalent.

Preparation, mounting, and staining of various plant and animal tissues on slides for microscopic study. One hour lecture, six hours laboratory, each week.

178. ANIMAL HISTOLOGY

3 hours

Prerequisite: Biology 45, and 46, or equivalent.

A descriptive study of normal tissues, including those of man. The microscopic identification and characteristics of stained sections is emphasized in the laboratory. One hour lecture, six hours laboratory, each week.

191, 192. PROBLEMS IN BIOLOGY

1 or 2 hours a semester

This course is for biology majors and minors only; individual research work in some field of biology. Content and method of study to be arranged. Approval must be secured from the department head prior to registration.

195. BIOLOGY

1 hour

Open to Biology majors or minors only.

Reports are made on some specific problem in the field of Biology and on current literature in the field. One hour a week.

BUSINESS ADMINISTRATION

Wayne VandeVere, Cecil Rolfe, Robert Merchant

Major—Business Administration: Thirty-two hours including courses 31:32; 61:62; 71:72; and Office Administration 14 (typewriting) or equivalent, is required as a cognate.

Major—Accounting: Forty-five hours for the Bachelor of Science with a major in accounting including courses 31:32; 61:62; 71:72; 102, 112; 131; 155, 156; 160, 171, and Office Administration 76 and 14 (typewriting) or equivalent, are required as cognates.

Students preparing for the C. P. A. examinations are advised to take course 191, 192—C. P. A. Review Problems. The general education requirements, with the exception of foreign language study, are the same as those listed for the Bachelor of Arts degree.

Minor: Eighteen hours including courses 31:32; 71:72; and six hours of upper biennium.



ACCOUNTING

31:32. PRINCIPLES OF ACCOUNTING

6 hours

A course in the fundamentals of accounting theory.

61:62. INTERMEDIATE ACCOUNTING

6 hours

Prerequisite: Accounting 31:32.

Accounting principles and theory. Preparation of statements. Intensive study and analysis of the classification and evaluation of balance sheet accounts. Two hours lecture, three hours laboratory each week.

102. COST ACCOUNTING

3 hours

Prerequisite: Accounting 61.

The general principles of job order and process cost accounting, including the control of burden. Standard costs and budgets are given attention.

*112. ADVANCED ACCOUNTING

3 hours

Prerequisite: Accounting 61:62.

Consideration of problems concerned with consolidated financial statements, partnerships, businesses in financial difficulty, estates and trusts.

131. GOVERNMENTAL ACCOUNTING

3 hours

Prerequisite: Accounting 61:62.

A course designed to show and explain the accounting principles and procedures applicable to both state and local governments, including counties, townships, cities and villages, school districts, and certain institutions such as hospitals, colleges and universities.

***160. AUDITING**

3 hours

Prerequisite: Accounting 61:62.

Accepted standards and procedures applicable to auditing and related types of public accounting work.

***171. FEDERAL INCOME TAXES**

4 hours

Prerequisite: Accounting 31:32.

This course of study is designed to provide a comprehensive explanation of the Federal Tax structure, and to provide training in the application of the tax principles to specific problems. The attention of the student is directed mainly to those taxes applicable to the Federal Government, which includes the Income Tax, Social Security, Estate and Gift Tax. Mention is made of state and local taxes applicable to the State of Tennessee.

182. ACCOUNTING SYSTEMS

2 hours

Prerequisites: Accounting, 61, 102.

A study of the problems involved in the design and installation of accounting systems, including the systematizing and detailing of clerical departments of a business. Accounts, forms, reports, charts, and other materials needed will be prepared.

191, 192. C.P.A. REVIEW PROBLEMS

6 hours

Prerequisite: By permission of instructor.

Includes a study of accounting theory as exemplified by the accounting research bulletins of the American Institute of Certified Public Accountants.

ECONOMICS AND GENERAL BUSINESS COURSES

***57. SELLING AND SALES MANAGEMENT**

2 hours

A study of the principles underlying the personal selling process in relation to modern sales practices.

71, 72. PRINCIPLES OF ECONOMICS

6 hours

A survey course in the fundamentals of economics; the institutions, forces, and factors affecting production, evaluation, exchange, and distribution of wealth in modern society.

82. STATISTICS

3 hours

Prerequisite: Mathematics 11:12, or permission of instructor.

A general survey of the field of statistical procedures and techniques, with major emphasis upon the use and interpretation of statistical data and the mechanics of computation.

129, 130. MARKETING

4 hours

Prerequisite: Economics 71 required and 72 recommended.

The first semester includes fundamentals, and emphasis is on the retailing area of marketing. The second semester is largely concerned with personal selling in the marketing area.

***133. THE PRICE SYSTEM**

3 hours

A study of the behavior of business firms under fully and imperfectly competitive conditions. Pricing of products and productive resources.

CHEMISTRY

134. INCOME AND EMPLOYMENT THEORY

3 hours

An analysis of the forces that determine general level of prices, output and employment.

138. ADVERTISING

2 hours

Salesmanship principles as applied to advertising. Analysis and preparation of various types of advertising. Study of advertising media. Principles of advertising campaign organization.

139. MONEY AND BANKING

2 hours

Prerequisite: Economics 71, 72.

Mediums of exchange, money and credit, banks and their services, the Federal Reserve System, and other financial institutions are considered.

*141. BUSINESS AND OFFICE MANAGEMENT

3 hours

Major emphasis is placed on application of business management principles to the problems of the small business man and on the organizing of business and secretarial offices. Attention is given to the training of office employees, selection of equipment, and flow of work through the office.

*142. BUSINESS POLICY AND MANAGEMENT

3 hours

An analysis of business policies viewed from the standpoint of the functional characteristics of management processes and current ethics.

*147. PERSONNEL ADMINISTRATION

2 hours

An introduction to the organization, training, motivation, and direction of employees with a view to maintaining their productivity and morale at high levels. Among topics covered are: selection, training, compensation and financial incentives, work standards, techniques of supervision and leadership.

152. BUSINESS FINANCE

3 hours

Prerequisite: Accounting 61:62.

A study of the fundamental principles of financial organization. Emphasis on instruments of finance, policies of capitalization, problems pertaining to working capital, and corporate expansion and reorganization.

155, 156. BUSINESS LAW

6 hours

The nature and social functions of law: social control through law: the law of commercial transactions and business organization.

175. BUSINESS ADMINISTRATION PROBLEMS

2 hours

A seminar course in management problems including budgets and financial reports.

CHEMISTRY

John Christensen, Kenneth Burke, Clarence Chinn, Norman Peek

Major: Thirty hours including courses 1-2; 63, 102 (4 hours); 113-114; 190: Mathematics 11:12, and Chemistry 144 as cognate requirements. Chemistry 144 may count toward the Applied Arts requirement. To complement the major in Chemistry, a minor in Biology, Mathematics, or Physics is recommended. Mathematics through Calculus and Physics 51-52 are advised. German is recommended in fulfillment of the foreign language requirement.

The Bachelor of Arts degree does not necessarily prepare the student for graduate work in Chemistry unless Chemistry 150, 151, 152, 153, and 154 are included:

Major: Forty hours for the Bachelor of Science with a major in Chemistry including courses 1-2; 63, 102 (4 hours); 113-114; 121, 133, 144; 150, 151, 152; 153, 154, 190;* and cognate requirements of Mathematics 11:12; 99:100; and Physics 51-52. To complement the major in Chemistry, a minor should be chosen from Mathematics, Biology, Physics, or Foods and Nutrition.**

*Students planning to do graduate work in Biochemistry should elect 171:172 as part of the major and should also take Biology 22, 45 and 46.

**Students minoring in Foods and Nutrition should also elect 171:172 as part of the major.



The general education requirements for this degree are the same as those listed for the Bachelor of Arts degree with the following exceptions: Applied Arts—two to three hours; Communication Arts—eight hours; Fine Arts—two hours; and Social Science—nine hours. This degree is intended to prepare the student for graduate work in Chemistry or for a professional career in Chemistry. Except by special arrangement, German is to be chosen in fulfillment of the foreign language requirement.

Minor: Eighteen hours including courses 63, and 113-114 or 81, except for Home Economics or Dietetics students minoring in chemistry. Chemistry 102 is highly recommended.

1-2. GENERAL CHEMISTRY

8 hours

Prerequisites: High school algebra and either high school physics or chemistry or the instructor's permission. (Mathematics 11:12 must be taken concurrently with General Chemistry—preferably before, except by Home Economics majors.

CHEMISTRY

and those taking the course in fulfillment of the general education science requirement.)

An introduction to the elements and their principal compounds; the fundamental laws and accepted theories of chemistry. Three hours lecture, three hours laboratory, and one hour quiz section each week. Students who maintain a required grade in the course will be excused from the additional section after the first test.

5. INTRODUCTION TO CHEMISTRY

3 hours

This course is designed specifically for students preparing for elementary school teaching. It consists of simple demonstrations of chemical principles, using materials available in the home or school and a discussion of the basic principles involved; emphasis is laid on application to home situations and on relationships to other sciences. Training is also given in the use of chemical illustrations to demonstrate character lessons. This course carries credit only toward a degree in elementary education. Two hours lecture, three hours laboratory.

6. NUTRITION

2 hours

See foods and nutrition, course No. 2. (Does not apply on a major or a minor.)

6a. FOODS AND NUTRITION LABORATORY

1 hour

See foods and nutrition course No. 2a. (Does not apply on a major or a minor.)

7-8. SURVEY OF CHEMISTRY

6 hours

Prerequisites: High school algebra, and either high school physics or chemistry, or instructor's permission.

A survey course designed to familiarize the student with the basic principles of chemistry. Attention is given particularly to solutions, chemistry of nutrition, digestion, and metabolism. Of special interest to students who need a survey course in chemistry. It will also fulfill the natural science requirement. It is a terminal course and may not be used as a prerequisite for advanced chemistry courses. Two hours lecture, three hours laboratory, each week. Students who fail to make a satisfactory grade may be asked to attend class an extra day per week.

63. QUALITATIVE ANALYSIS

2 hours

Prerequisites: Chemistry 1-2, Mathematics 11:12 or 5:6 or equivalent.

A study of the principles and methods for the separation and identification of inorganic ions; analysis of several unknowns. Two hours lecture (one hour of which is laboratory instruction requiring no homework), two hours laboratory, each week.

*81. ORGANIC CHEMISTRY

4 hours

A brief study of simple organic compounds, both aliphatic and aromatic and their reactions. Three hours lecture, three hours laboratory, each week.

102. QUANTITATIVE ANALYSIS

3 or 4 hours

Prerequisites: Chemistry 1-2, 63.

This course includes the study of typical volumetric and gravimetric methods, quantitative determinations of acidity, alkalinity, and percentage composition of a variety of unknowns with the related theory and problems. Two hours lecture, three or six hours laboratory, each week.

113-114. ORGANIC CHEMISTRY

8 hours

Prerequisite: Chemistry 1-2.

A study of the aliphatic and aromatic compounds of carbon and their reactions. The laboratory work includes typical syntheses of various compounds. Three hours lecture, three hours laboratory, each week.

121. ORGANIC QUALITATIVE ANALYSIS

2 or 3 hours

Prerequisite: Chemistry 113-114.

Application of solubility principles, classification reactions and the preparation of derivatives to the identification of both pure compounds and mixtures. Two hours of lecture for nine weeks, and three or six hours of laboratory each week.

122. ADVANCED ORGANIC CHEMISTRY

3 hours

Prerequisite: Chemistry 113-114.

Laboratory principles and practice in the synthesis of various organic compounds and other selected topics. Two hours of lecture, and three hours of laboratory each week.

133. INSTRUMENTAL ANALYSIS

2 or 3 hours

Prerequisite: Chemistry 102.

A study of the theories, techniques and instruments involved in spectrophotometry, potentiometry, conductimetry, electrodeposition, radiochemistry and polarography. Two hours lecture for nine weeks and three or six hours laboratory each week.

144. LABORATORY GLASS BLOWING

1 or 2 hours

Training is given in the manipulation of glass for the fabrication of laboratory apparatus. Three or six hours laboratory each week. This course does not count on basic science requirements nor on the major.

150. PHYSICAL CHEMISTRY

2 hours

Prerequisites: Physics 51-52, Mathematics 11, 12, 99 (100 recommended previously or currently). A study of gases, kinetic theory, thermodynamics. Two hours of lecture each week.

151. PHYSICAL CHEMISTRY

2 hours

Prerequisites: Chemistry 150 or instructor's permission.

A study of solids, liquids, reaction kinetics, electrochemistry, and conductivity. Two hours lecture each week.

152. PHYSICAL CHEMISTRY

2 hours

Prerequisites: 150, 151, or instructor's permission. A study of atomic, molecular and nuclear chemistry, absorption and colloids. Two hours of lecture each week.

153, 154. PHYSICAL CHEMISTRY LABORATORY

2 hours

Prerequisites: Chemistry 102, also Chemistry 151, 152 must be taken concurrently or previously. Experiments chosen to illustrate material in Chemistry 151, 152. One laboratory period each week.

***162. ADVANCED INORGANIC CHEMISTRY**

3 hours

Prerequisites: Chemistry 102. A study of inorganic compounds with reference to atomic and molecular structures and their properties with a variety of laboratory syntheses of inorganic compounds. Two hours of lecture and three hours of laboratory each week.

171:172. BIOCHEMISTRY

6 hours

Prerequisite: Chemistry 113-114 or 81.

The materials, mechanisms, and end-products of the processes of life under normal and pathological conditions are studied. Two hours lecture, three hours laboratory, each week.

190. INTRODUCTION TO RESEARCH

1 to 3 hours

Prerequisite: 20 hours of Chemistry.

Individual research under the direction of the members of the staff. Problems are assigned according to the experience and interest of the student.



COMMUNICATIONS

Gordon Hyde
Bruce Johnston
William Taylor
John Moffatt

Major: Thirty hours including Speech 5:6; 76, 113, 117; Journalism 17:18; 53, 54; 143:144; Public Relations 166.

Cognate requirements include English 123, Applied Theology 73, Business Administration 138, and Secretarial Science 13 (or equivalent).

Recommended courses include: Psychology 92, Geography 142, History 148, and Political Science 115 and 162.

Minor—Communications: Eighteen hours including Speech 5:6; Journalism 53, 54; and six hours of upper biennium.

Minor—Speech: Eighteen hours including Speech 5:6; 64, 76, 113, 117; 119, 120 or 63, and 140.

Minor—Journalism: Eighteen hours including Journalism 17:18; 53, 54; 143:144, and Business Administration 138.

RADIO STATION WSMC-FM

Communications students at Southern Missionary College have a unique challenge to educational experience by participation in the programming and directing of the educational radio station, WSMC-FM. The studios and electronic equipment are a part of the laboratory of the Communications Department. They are adequate for high-quality programming of considerable versatility.

Owned by Southern Missionary College, Inc., and operated by the Student Association, the station is under the supervision and sponsorship of the Communications Department. The station operates on a wave-length of 88.1 mc. and a present power of 10 watts. Its signal reaches the Chattanooga, Collegedale, and Cleveland communities.

It is required of Communication majors that they concentrate their extra-curricular activities in the areas of WSMC-FM and the student publications, in consultation with the head of the department.

JOURNALISM

17, 18. TYPOGRAPHY

4 hours

A study of the common processes of typesetting, hand and machine composition, presswork with special consideration for proper grouping and spacing of jobs.

layout, and design. The second semester's work will lead into the fundamentals of proofreading and copy preparation, the study of rules and practices regarding book, magazine, and newspaper publishing and job work. On-the-job practice in handling proofroom problems. Open to men and women. One hour lecture. three hours laboratory each week.

53. NEWS 2 hours
Relation of the press to society and world events. Practice in news writing and general reporting of church, school, and other activities for the public press. Personal interviews. Feature stories. Revision and correction of articles submitted.

54. COPYREADING 2 hours
This course deals with the writing techniques and editing that are required of editors of newspapers, magazines, and denominational periodicals. Instruction will be given in preparing manuscripts and seeing them through the various phases of printing.

143:144. HISTORY AND PRINCIPLES OF JOURNALISM 6 hours
The course is a survey of the history of the great newspapers and journalists in the United States. Particular emphasis is given to ethics in journalism.

166. PUBLIC RELATIONS 3 hours
Designed to give professional competence in the theory and practice of public relations, the course is a study of the plans and methods of disseminating news from business establishments and from institutions through all the media of communications.

SPEECH

5:6. FUNDAMENTALS OF SPEECH 4 hours
Establishment of a basic approach to speech, an elementary survey of the whole area, and an opportunity to develop speaking ability in various speech situations.

***63. VOICE AND DICTION** 2 hours
An introductory study of the speech mechanism and the improvement of its functioning, with special attention to individual problems.

64. ORAL INTERPRETATION 2 hours
Theory and practice in the art of conveying to others the full meaning of selected readings, secular and sacred. Special needs of teachers and ministers considered.

76. ELEMENTS OF RADIO AND TV 3 hours
An introduction to the media of radio and television and the development of basic skills in the preparation and presentation of various types of programs. Two hours lecture, three hours laboratory each week.

113. PSYCHOLOGY OF PERSUASIVE SPEECH 3 hours
Prerequisite: Speech 5:6, or permission of instructor.
A study and development of the art of discovering all the available means of persuasion in a variety of communication situations, both religious and secular.

***117. DISCUSSION AND LEADERSHIP** 3 hours
Prerequisite: Speech 5:6, or permission of instructor.
Analysis of the role of discussion in modern society and the church, and development of the attitudes and skills essential to its useful practice.

EDUCATION AND PSYCHOLOGY

119, 120. HOMILETICS AND PULPIT DELIVERY

4 hours

Prerequisite: Speech 5:6.

Training in the preparation and delivery of the various types of talks and addresses the Christian worker or preacher is called upon to present.

*140. SPECIAL PROJECTS IN SPEECH

1 hour

The content of this course will be adjusted to meet the particular needs of the individual student who is working toward a major or minor in Communications, or toward a minor in Speech.

EDUCATION AND PSYCHOLOGY

Kenneth Kennedy, James Ackerman, J. W. Cassell, Olivia Dean
Grace Shaffer, Everett Watrous



SUPERVISORY INSTRUCTORS—SECONDARY

John Durichek	Kenneth Stewart
Thelma Hemme	Olive Westphal
John Merry	Donald Woodruff
Clifford Brown	Stewart Crook
Herman Roberts	Edwin McGee

SUPERVISORY INSTRUCTORS—ELEMENTARY

John Baker	Bernice Pittman
Richard Christoph	Juanita Sparks
Elmyra Conger	Mildred Spears
Arnold Otto	Edwin McGee
	Kenneth Burke

The SMC program of Teacher Education is approved by the Tennessee State Board of Education and the General Conference of Seventh-day Adventist Department of Education. Students taking the teacher education curriculum are affiliated with the Student National Education Association.

DEPARTMENTAL AIMS

Courses in education are offered to provide the necessary professional preparation to meet certification requirements for both public and church elementary and secondary school teaching, to afford a general understanding of the school as a social institution for those entering services other than teaching, and to serve as prerequisites to graduate programs.

PROGRAMS AND ADMISSION PROCEDURES

The teacher education programs are founded upon a liberal arts demand for breadth and depth of knowledge and experience, and on the idea that a good teacher should be a good example in health, intellect and character.

The teaching areas in which the College has sufficient facilities and staff to develop approved programs of endorsement in grades 7-12 are: Bible, English, Business Education, History, Home Economics (non-vocational), Science and Mathematics, Music, Physical Education, and Modern Languages.

Students who desire to teach must submit an application for admission to the teacher education program prior to the end of the sophomore year. The application, submitted to the chairman of the Department of Education, will be given careful consideration by the Teacher Education Council. This review of all applicants helps to assure quality performance by students and alumni.

Students who plan to earn teaching certificates for the secondary level must have their programs approved by the advisers in the major areas of concentration and also by a member of the Department of Education. This is a part of the procedure of being admitted to teacher education.

The criteria for admission to teacher education together with outlines of teaching majors in secondary education and other pertinent material may be obtained from the Office of Admissions and Records and from the Department of Education.

Major—Elementary Education: Thirty hours for the Bachelor of Science curriculum in Elementary Education including Education courses 5, *21; 125, 126; 142, 163, 171; and Psychology 107 and 112.

The following general education requirements apply only to students pursuing a major in Elementary Education:

Students will elect four areas of subject content material each of fifteen hours. An over-all average of C is required and a 2.25 grade point average in the four areas and in education.

Reading Techniques	1 hour
Communications (Speech 64)	2 hours
English 1, 2 and Literature	10 hours
Fine Arts—Art 27, 28; Edu. 65-66	8 hours
Mathematics 1, 2	6 hours
Natural Science (including Biology 9, Chemistry 5, Physics 2)	12 hours
Physical Education (including 7, 8; 9, 10; 22; 53; and Sociology 82)	12 hours
Religion	12 hours
Social Science (including 141-142, 148)	15 hours
Applied Arts (Industrial Education 31, 32 recommended)	4 hours

* Education 21 not accepted for state certification.

Secondary Program: While no degree is offered in secondary education, the student preparing for teaching on the secondary level must major and minor in content fields of study and take twenty-six hours of professional education including Education courses *21, 142, 165, 167, 173, 191; and Psychology courses 112, (107 or 150 or 180).

The general education requirements are the same as those listed for the Bachelor of Arts degree with the exception that two fields must be represented in the social science requirement, two additional hours must be taken in physical education and health and home development, and three hours of the science and mathematics requirement must be met by Mathematics 1.

Minor—Psychology: Eighteen hours selected from the courses identified as psychology including six hours of upper biennium.

* Education 21 not accepted for state certification.

COURSES IN EDUCATION

GENERAL

5. INTRODUCTION TO TEACHING

2 hours

The student is given an opportunity to become acquainted with the needed personal and professional traits, duties, and responsibilities of the teacher. Observation and participation in classroom and play activities at all grade levels. Two class periods per week plus special assignments.

21. FUNDAMENTALS OF EDUCATION

2 hours

A survey of the basic principles of education. The course examines the fundamental philosophy of Christian education.

138. AUDIO-VISUAL EDUCATION

2 hours

The survey of aims, methods, and materials involved in use and evaluation of audio-visual instruction aids.

140. PROBLEMS IN TEACHING READING

2 hours

The purpose of this course is to give a comprehensive view of reading problems, and to plan programs which meet the needs of individual pupils. Diagnostic and remedial procedures for grades 7-12 will be stressed, and experience in the use of the various types of materials and equipment available. Recommended for all secondary teachers.

142. THE SCHOOL AND SOCIETY

2 hours

This course is designed to help elementary and secondary teachers and ministerial students to understand the organization and functions of the school as a social institution. The teacher's role as a professional person and as a private citizen are examined from the standpoint of individual and social expectations.

191. HISTORY AND PHILOSOPHY OF EDUCATION

2 hours

This course is offered the first nine weeks, double periods. A study of the historical, philosophical and sociological foundations of education.

193. DIRECTED STUDY

2 hours

This course permits the advanced student with adequate preparation to pursue independent study in special fields.

ELEMENTARY

65-66. ELEMENTARY SCHOOL MUSIC

4 hours

A course designed to prepare teachers to direct the music activities in the elementary school. The content includes fundamentals, appreciation, singing, playing, and rhythmic activities. Observation and participation in the music of the elementary school is required.

125, 126. LANGUAGE ARTS AND LITERATURE

6 hours

Special study is made of the better practices used in teaching reading, writing, spelling and English language. The course also gives emphasis to the selection, appreciation and presentation of children's literature. Opportunity to observe and participate in the language arts activities of the laboratory school will be scheduled.

163. MATERIALS AND METHODS OF TEACHING IN THE ELEMENTARY SCHOOL

5 hours

This course will be offered the first nine weeks of the semester. Double periods are required. Emphasis is placed on general methods and materials for the teaching of Bible and social studies; mathematics; science and health. Three hours of lecture and two hours of laboratory each week.

171. STUDENT TEACHING, GRADES 1-9

8 hours

Prerequisite: Education 142, 163; Psychology 112; grade point average 2.25. This course is offered the second nine weeks of the first semester. Directed observation and participation in classroom activities, including full day classroom teaching in campus and off-campus laboratory schools. The summer session is open only to those with previous teaching experience. A minimum of two hours must be earned in residence.

197. WORKSHOP IN ELEMENTARY EDUCATION

2 hours

Opportunity is provided for students to work under supervision on curriculum problems.

SECONDARY

162. ADMINISTRATIVE AND PERSONNEL WORK OF DEANS

2 hours

A basic professional course in the administration of the school home. (Offered on demand.)

165. THE SECONDARY SCHOOL CURRICULUM

2 hours

This course will be offered the first nine weeks, double periods. A study of the purposes and organization of the secondary school curriculum and some of the promising practices in curriculum development.

167. METHODS AND MATERIALS OF SECONDARY TEACHING

3 hours

This course will be offered double periods during the first nine weeks. Following a preliminary survey of major theories and practices of instruction, each student will give attention to basic aims and learner activities. Materials, teaching methods, and evaluation procedures will be studied in relation to the field chosen from the following: (A) Bible, (B) English, (C) Business Education, (D) History, (E) Home Economics (non-vocational), (F) Science and Mathematics, (G) Music. Two hours of observation each week will be scheduled in special areas. (H) Physical Education, (I) Modern Languages.

173. STUDENT TEACHING, GRADES 7-12

6 hours

Prerequisite: Education 165, 167; Psychology 112; grade point average 2.25 in teaching areas and professional subjects.

EDUCATION AND PSYCHOLOGY

This course to be offered the second nine weeks of the first semester. Directed observation and participation in classroom activities, including full day classroom teaching in campus and off-campus laboratory schools. A minimum of two hours must be earned in residence by degree candidates.

COURSES IN PSYCHOLOGY

- 51. GENERAL PSYCHOLOGY** 3 hours
An introduction to the study of the problems of human behavior, and of the mental processes and their development. This is a foundation course designed to help the student understand and explain the behavior of others and thereby be better able to predict and control his own life and influence the lives of others.
- *92. SOCIAL PSYCHOLOGY** 2 hours
A study of the interrelations of individuals in social situations, how the individual is influenced by others, and how in turn he affects the behavior of others. Does not apply toward professional requirements in teacher education.
- 94. APPLIED PSYCHOLOGY** 2 hours
This is a study of psychology in business, industry, public speaking, publications, politics, religion, and various other phases of everyday human activity. Does not apply toward professional requirements in teacher education.
- 107. EDUCATIONAL EVALUATION** 2 hours
A study of the various types of educational tests and examinations, and modern methods in their construction and use; also mastery of the most useful statistical techniques, with practice in working and interpreting problems involving educational and psychological data. The course includes some time given to the administration and interpretation of tests of intelligence, vocational interests, and personality.
- 112. CHILD AND EDUCATIONAL PSYCHOLOGY** 3 hours
This course deals with the physical, social, emotional, and intellectual growth and development of children and adolescents in the home and community. Special emphasis will be given to the psychological factors which underlie and influence the learning process.
- 115. ADOLESCENT PSYCHOLOGY** 2 hours
Prerequisite: Psychology 51 or 112
A study of the application of psychological principles to the solution of problems peculiar to adolescents.
- 131. CHILD CARE AND DEVELOPMENT** 3 hours
A study of the young child, beginning with prenatal care through the years of babyhood, childhood, and adolescence with the family as a background for growth and development. The physical, mental, and social development studied with special emphasis on nutrition of mother and child. Two class periods and three hours home nursery school observation each week.
- *145. ABNORMAL PSYCHOLOGY** 3 hours
Prerequisite: Psychology 51 and 112.
A course dealing with abnormal adjustment, causes and symptoms of personality disturbances and mental disorders.
- *150. PERSONALITY AND MENTAL HYGIENE** 3 hours
Prerequisite: Psychology 51 or 112.
A study of the incidence and causes of maladjustments and mental illness, and of methods of prevention. Consideration is given to the meaning, importance, and conditions that affect the growth of personality, and methods of its improvement.

180. GUIDANCE AND COUNSELING

3 hours

Prerequisite: Psychology 51 or 112.

A survey of the current aims of counseling and guidance in school and community. Basic principles, procedures, and policies of counseling and guidance are emphasized. Directive and non-directive methods are stressed with the untrained or slightly trained teachers.

ENGLISH LANGUAGE AND LITERATURE

Gordon Madgwick, Olivia Dean,
Evlyn Lindberg, Carolyn Luce, Lynn Sauls

Major: Thirty-four hours including courses 1-2; 51, 52; 61, 62; 123, 124, and four hours of Communications. English History 151, 152 to be taken as a cognate requirement.

Minor: Twenty-one hours including courses 1-2; 123; 124; and a survey course in literature.

01. BASIC GRAMMAR

1 hour elective credit

Students whose scores on the English placement tests indicate definite weakness in mechanics and effectiveness of expression are required to register for this class. Concurrent registration in Freshman English may be possible if the result of the test in mechanics indicates that, with the additional help in grammar, the student will be able to meet the requirements of the Freshman English course. Repetition of Basic Grammar will be required of anyone whose semester grade in the course is below C. Failure of the course will disqualify the student from continuing in Freshman English.

02. READING TECHNIQUES

1 hour elective credit

At least one semester of Reading Techniques is required of all students who do not reach the standard set for the reading section of the freshman placement tests.

1-2. FRESHMAN ENGLISH

6 hours

A study of the fundamental principles of composition: syntax, sentence structure, paragraph development, with attention also given to assigned reading, vocabulary, organization of material and the writing of various types of themes.



ENGLISH LANGUAGE AND LITERATURE

Admission to English 1 depends upon the student's satisfactory performance in the entrance examination sections on mechanics and effectiveness of expression. (See the 01 and 02 courses). A student failing Freshman English 1 will not be permitted to enroll for the second semester of the course.

20-21. ADVANCED FRESHMAN ENGLISH

6 hours

A course designed for those students whose placement tests indicate a mature grasp of the fundamentals of English grammar. In such cases it substitutes for English 1-2. Although some review will be given to syntax and mechanics, the emphasis of the course will be on effective expression, an enrichment of diction, an understanding of writing types and skills, and practice in the achieving of these in the student's own composition.

41, 42. LITERATURE AND LIFE

4 hours

Study of literature and the nature of literature through the reading of great prose and poetry.

51, 52. SURVEY COURSE IN AMERICAN LITERATURE

4 hours

A study of the chief writers in America from colonial times to the present.

61, 62. SURVEY COURSE IN ENGLISH LITERATURE

4 hours

A study of the chief British writers from Beowulf to the present.

56. RAPID READING

2 hours

A course designed to increase the speed and comprehension of the average reader.

***101, 102. WORLD LITERATURE**

4 hours

Designed to introduce the best classics in the literatures of the Western world and the philosophy of their periods.

123. CREATIVE WRITING

3 hours

A study of the principles, techniques, and types of personalized writing, providing the student with opportunity to develop his own style and to find possible markets for his manuscripts that may be worthy of publication.

124. ADVANCED GRAMMAR

3 hours

A detailed survey of descriptive grammar as it pertains to parts of speech, sentence construction, syntax and punctuation. Designed to aid any student who wishes to strengthen his skill in grammar analysis, it is also especially helpful for prospective teachers and writers.

127. BIBLICAL LITERATURE

3 hours

A study of the types of literature in the English Bible, particularly emphasizing passages of outstanding literary genius and grandeur.

134. CONTEMPORARY LITERATURE

2 hours

A study of outstanding writers, both English and American, since 1900, with special consideration of works showing the trends of the time.

135. HISTORY OF THE ENGLISH LANGUAGE

3 hours

A non-technical treatment of the periods of development of the language with special attention given to word study and vocabulary building.

140. ELIZABETHAN LITERATURE

3 hours

A study of the major English writers of the Elizabethan age.

142. MILTON

3 hours

The poetry and prose of this outstanding Puritan writer.

***147. THE ROMANTIC MOVEMENT**

3 hours

Historical and philosophical background of the period, changing attitudes in life and literature. Poets from Wordsworth to Keats. Prose writers from Lamb to Macaulay.

***148. THE VICTORIAN PERIOD**

3 hours

Continuation of 147. Poets from Tennyson to Kipling, and prose writers from Carlyle to Stevenson.

161. SPECIAL PROBLEMS IN ENGLISH

1 or 2 hours

The content of this course will be adjusted to meet the particular needs of the individual student. Open only to English majors, or minors with the approval of the department head.

HISTORY—POLITICAL SCIENCE—SOCIOLOGY

Everett Watrous, James Ackerman, Clyde Bushnell,
Cyril Fatcher, Jerome Clark

Major: Thirty hours including courses 1, 2; 53, 54; 115, and 183. The remainder of the requirement must be in the fields of history and political science and may include three hours of geography. A minor in Business and Economics, Religion, or English is recommended.

Minor: Eighteen hours including courses 1, 2; 53, 54; and six hours of upper biennium, three hours of which should be in Political Science. The remainder of this requirement must be in the fields of history and political science.

**BACHELOR OF SCIENCE IN COMMUNITY SERVICES**

This major is intended for those with an interest in the behavioral sciences. Students wanting to enter the fields of social work, psychology, personnel and guidance work, sociology or anthropology should consider this curriculum. In most cases, to achieve a professional level in these fields, the student must seriously consider further preparation at the graduate level.

Major: Forty hours including a core requirement comprised of Sociology 20 and 156; History 115; Psychology 51; Economics 71, 72; Religion 157 and Biology 11, 12. The additional fifteen hours may be selected, in consultation with the adviser, from the following areas and courses: Psychology, Sociology, Education 162, and Business Administration 147.

All general education requirements apply to students pursuing this program except for the language requirement.

1. 2. SURVEY OF WESTERN CIVILIZATION 6 hours

An introductory consideration of the ancient classical and medieval contributions to our own civilization, and a consideration of modern and current developments.

51. CURRENT AFFAIRS 2 hours

A course in current political developments of significance both domestic and international. Newspapers and current periodicals are used as materials.

53, 54. AMERICAN HISTORY AND INSTITUTIONS 6 hours

A study of the development of the character and civilization of the American people, including their politics and social institutions, and reaching to the present time.

+56. HISTORY OF THE ADVENT AWAKENING 2 hours

A study of the world-wide Advent Awakening of the 19th century, and of the consequent rise of the Great Second Advent Movement.

+ Will not apply on state teacher certification.

*110. MEDIEVAL EUROPE 3 hours

Prerequisite: History 1 or equivalent.
European History from 500-1200 A.D.

111, 112. RENAISSANCE AND REFORMATION 4 hours

Prerequisite: History 1, 2.
An analysis of the revival of learning, from medieval to modern conditions, and of the causes, substance, and effects of the Reformation and Counter Reformation.

*131. HISTORY OF ANTIQUITY 3 hours

Prerequisite: History 1, or equivalent.
A study of the ancient nations, chiefly Babylonia, Assyria, Egypt, Persia, and Israel.

*132. HISTORY OF THE CLASSICAL WORLD 3 hours

Prerequisite: History 1, or equivalent.
A consideration of Greek culture, of Alexander's Hellenistic empire, of Roman institutions, and of the impact of Christianity upon the ancient world.

145, 146. HISTORY OF LATIN AMERICA 4 hours

Prerequisite: History 53 and 54, or equivalent.
A survey of the colonial period, and a careful analysis of the political, economic, social, religious, and cultural development of the Latin-American Republics, and their present relation to world affairs.

148. HISTORY OF THE SOUTH 3 hours

A study of the Old South from the discovery through the war between the states, the reconstruction and the subsequent developments and recent changes, including the current scene.

***148a. SOUTHERN HISTORY BACKGROUNDS**

Summer Field School, 1 hour

A study of the cultural, political, social, and military history of the deep south by means of a guided tour to a number of the historical sites within this region. For upper biennium credit, registration must be for course number 150.

***151, 152. ENGLISH HISTORY**

4 hours

Prerequisite: History 1, 2.

An analysis of the political, social, economic, religious and cultural development of Great Britain and its contributions to the world especially in constitutional and democratic institutions.

***154. MODERN AMERICA**

3 hours

Prerequisite: History 54.

A study of American history from 1900 to the present with particular emphasis on social, cultural, intellectual, and political developments.

155, 156. HISTORY OF CHRISTIANITY

6 hours

A study of the development of the Christian Church from its apostolic origin to the present time with emphasis on the internal problems that eventually formed the background for present-day Christianity and its various divisions.

***158. THE REVOLUTIONARY ERA**

3 hours

Prerequisite: History 2.

An analysis of the social, political, religious, cultural, and economic movements during the revolutionary period, 1789-1815.

161. MODERN EUROPE

3 hours

Prerequisite: History 2.

Historical developments in Europe since the rise of the new imperialism and the unification of Italy and Germany, with particular emphasis on the political, economic, and social implications for the second half of the 20th century.

183. RESEARCH METHODS IN HISTORY

1 hour

Prerequisite:

Historical research methods, procedures and materials are examined in conjunction with the preparation of a research project. Open to history majors only in their senior year.

POLITICAL SCIENCE
115. AMERICAN NATIONAL AND STATE GOVERNMENT

3 hours

The establishment and operation of the Federal Constitution: the national and local judiciary; state, county, and local governments.

116. AMERICAN DIPLOMATIC HISTORY

3 hours

Significant developments in American Diplomatic History from the Revolutionary Period to the present are examined with emphasis on trends since 1930.

***162. CONTEMPORARY INTERNATIONAL RELATIONS**

3 hours

Prerequisite: History 1 and 2 or 53 and 54 or equivalent.

A critical analysis of the chief factors influencing present-day world affairs, with special emphasis on the ideological and religious background of current conflicts.

SOCIOLOGY
20. INTRODUCTION TO SOCIOLOGY

2 hours

A study of the problems of society and group behavior patterns.

61. CULTURAL PATTERNS

2 hours

A study of cultural development based on regional environment, the factors that create certain cultural patterns. The origin and nature of contemporary cultures.

HOME ECONOMICS

82. MARRIAGE AND THE FAMILY

2 hours

A course in the ethics of human relationships including the place of the family in society, a Christian approach to the problem of marriage and family life and the inter-relation of parents and children.

156. FIELD OF SOCIAL WORK

3 hours

The historical background, methods, and functions of public and private programs in the field of social welfare.

GEOGRAPHY

141, 142. WORLD GEOGRAPHY

6 hours

Maps, land forms, soil, mineral resources, weather, and climate are considered. Man's adjustment to various physiographic regions is studied.



HOME ECONOMICS

Harriette Hanson, Thelma Hemme

Major—Home Economics: Thirty hours for the Bachelor of Science degree in Home Economics including courses 1, 2, 5; 21:22; 26, 40, 42, 131, and 180. Courses 2 and 2a may be taken for Natural Science credit if taken as Chemistry 6 and 6a, but may not be counted on both. Psychology 51 and Health 4 must be taken as cognate requirements.

Those who plan to do graduate work in Home Economics should include Chemistry 1-2; Biology 12 and 22; and Economics 71, 72.

Major—Foods and Nutrition: Thirty hours for the Bachelor of Science degree in Foods and Nutrition including courses 1, 2, 26; 101, 102; 161, 162, 171, and 172. Business Administration 31 and 147, Psychology 112, Biology 12 and 22, and Chemistry 1-2; 81, and 171 to be taken as cognate requirements (Chemistry 172 required for a chemistry minor). Home Economics 126 and 131; courses in Economics, Psychology, and Education are recommended as electives.

The general education requirements for the above degree programs are the same as those listed for the Bachelor of Arts degree with the exceptions of foreign language study.

Home Economics majors who wish to qualify for hospital dietetic internships approved by the American Dietetic Association must take the major in Foods and Nutrition. To qualify for American Dietetic Association membership in other areas of food and nutrition the student must meet the specific requirements for A.D.A. membership Plan III. This should be arranged by the individual student in consultation with the head of the Home Economics Department.

Minor—Home Economics: Eighteen hours including courses 1, 2, 21, 22 or 5, 26, and six hours of upper biennium.

Minor—Foods and Nutrition: Eighteen hours including courses 1, 2, 26, 161, and six hours of upper biennium.

TWO YEAR CURRICULUM IN HOME ECONOMICS

COURSE REQUIREMENTS

Home Economics 1,2; 21,22; 26; 40;42; 131;181	22 hours
English 1-2	6 hours
Religion	8 hours
Social Science (including 82)	10 hours
Fine Arts 60 or 61	4 hours
Health 4, P.E. 7, 8	2 hours
Biology 12	3 hours
Industrial Arts 31	2 hours
Electives	7 hours

FOODS AND NUTRITION

- 1. FOODS** 3 hours
Basic principles of food composition, selection, and preparation. Two hours lecture and one laboratory period each week.
- 2. NUTRITION** 2 hours
Principles of nutrition and their application to everyday living.
- 2a. FOODS AND NUTRITION LABORATORY** 1 hour
Calculation of the nutritional value of foods, and principles of food preparation, selection and service. A laboratory for nurses and teachers taking Nutrition 2, or others not taking Foods 1. Three hours laboratory each week.
- 2b. MEAL PLANNING** 3 hours
Prerequisites: Home Economics 1, 2, 26, and Chemistry 1 and 2 or by approval. Menu planning, marketing, meal preparation, and table service. Three 2-hour periods each week.
- 101, 102. EXPERIMENTAL FOODS** 4 hours
Prerequisite: Home Economics 1, 2.
Individual and class problems in food preparation, calculating costs, preparing and serving meals for special occasions. One hour lecture and one laboratory period each week.
- 126. DEMONSTRATION TECHNIQUES** 2 hours
Prerequisite: Home Economics 1, 2 or by approval.
Designed to present purposes, standards, and techniques of demonstrations with

HOME ECONOMICS

application to teaching, business, and conducting cooking schools for adult groups. Two 2-hour periods each week.

***161. ADVANCED NUTRITION**

3 hours

Prerequisite: Home Economics 1, 2, 26, and Chemistry 1 and 2 or by approval. A study of the principles of normal nutrition as they apply to individuals at different ages. Two hours lecture and one laboratory period each week.

***162. DIET THERAPY**

3 hours

Prerequisite: Home Economics 161.

A study of the principles of nutrition as applied to physiological conditions altered by stress, disease, or abnormalities. Two hours lecture and one laboratory period each week.

***171. QUANTITY COOKERY**

3 hours

A study of quantity food, purchasing, production, and service, with experience in the college cafeteria. One hour lecture each week. Laboratory work by appointment in the various areas of food preparation.

***172. INSTITUTION MANAGEMENT**

3 hours

A study of equipment selection, maintenance and layout, and management and personnel relationships in institution food service. Laboratory experience in college and hospital food services. One hour lecture each week. Laboratory by appointment.

HOME MANAGEMENT AND CHILD CARE

40. HOME MANAGEMENT

2 hours

A study of family problems and goals with emphasis on planning personal and family schedules, conserving time and energy, financial plans and family housing.

42. ART IN EVERYDAY LIVING

2 hours

The study of principles of art as they are related to everyday problems such as house design and decoration, selection of furniture, flower arrangement, pictures, accessories, and other home furnishings.

61. SOCIAL ETHICS

1 hour

Principles of Christian courtesy. Prepares for poised family, social and business relations. One and one-half hours a week.

***112. APPLIED HOME FURNISHINGS**

3 hours

Laboratory experience in simple upholstering and professional drapery making. Two 3-hour combined lecture and laboratory periods.

131. CHILD CARE AND DEVELOPMENT

3 hours

A study of the young child, beginning with prenatal care through the years of babyhood, childhood, and adolescence with the family as a background for growth and development. The physical, mental, and social development studied with special emphasis on nutrition of mother and child. Two class periods and three hours home and nursery school observation each week.

180. PRACTICE IN HOME MANAGEMENT

3 hours

Prerequisites: Home Economics 1, 2, 26, 41.

Experience in solving problems of family living, care of a home, budgeting, laundering, entertaining, planning, marketing, preparing and serving meals in the home management apartment for six weeks, projects to be planned before and written up after this period. One class period each week.

INDUSTRIAL EDUCATION

TEXTILES AND CLOTHING

5. CLOTHING SELECTION

2 hours

Artistic and economic factors are studied and applied to adult wardrobe planning and selection. Special emphasis is placed on wardrobe needs of college girls. Two one-hour lectures each week.

21:22. CLOTHING CONSTRUCTION

4 hours

A course in fundamental clothing construction. Basic construction techniques are demonstrated and practiced. Use and alteration of commercial patterns is studied and practiced. Second semester, emphasis on fitting and techniques of construction using difficult to handle fabrics. One hour lecture and three hours laboratory each week.

*119. TEXTILES

2 hours

A study of textile fibers and fabrics and factors influencing their construction, finish, and design. Selection and identification for consumer use. Two hours lecture each week.

120. FLAT PATTERN DESIGN AND DRESS CONSTRUCTION

2 hours

Prerequisites: Home Economics 21, 22.

The use of the basic pattern in dress designing and construction with emphasis on fitting. One hour lecture and one laboratory period each week.

*121. TAILORING

2 hours

Prerequisites: Home Economics 21, 22 and 121 or by approval.

A study of the techniques of tailoring and their practical application to women's suits and coats. One hour lecture and one laboratory period each week.

141, 142. HOME ECONOMICS SEMINAR

2 hours

A study of problems, research, and trends in the various fields of home economics. Registration conditional upon consent of instructor.

191. PROBLEMS IN HOME ECONOMICS

1 or 2 hours

To permit the advanced student majoring in Home Economics to do individual work in the field under the direction of a staff member.

INDUSTRIAL EDUCATION

Drew Turlington, John Durichek



Two-Year Curriculum in Industrial Education

English 1-2	6 hours
Religion	8 hours

INDUSTRIAL EDUCATION

Social Science	6 hours
P.E. 7, 8; 15, 16 and 53	4 hours
Speech 5:6 (recommended)	4 hours
Field of Concentration (Mechanic Arts or Building and Woodcraft Trades)	20 hours
Electives	16 hours
Total	64 hours

Minor: Eighteen hours including courses 1:2; 77:78; and six hours of upper biennium.

MECHANIC ARTS

1:2. MECHANICAL DRAWING 4 hours

A basic course in drafting, training the student in the use of instruments and the principles of orthographic projection, surface development, sectioning, pictorial drawings and dimensional working drawings. Four hours laboratory each week. Lectures as announced by the instructor.

15:16. GENERAL METALS 4 hours

Designed to acquaint the student with the many aspects of the metal-working industry. Instruction will be in the use of metal cutting and forming tools, forging, tempering, sheet metal, art metal and welding. One hour lecture and three hours laboratory each week.

41:42. ELECTRIC AND OXY-ACETYLENE WELDING 4 hours

A very practical course in arc and acetylene welding, teaching the student to weld skillfully in all positions: flat, vertical and overhead. One hour lecture, three hours laboratory each week.

51:52. AUTO MECHANICS 6 hours

A general course in the fundamentals of the internal combustion engine, automobile design and repair: automotive electricity, power flow, servicing, and trouble shooting; field trips. Two hours lecture, three hours laboratory each week.

143:144. MACHINE SHOP 4 hours

Prerequisite: 15:16.

Fundamentals of machine shop practice, instruction in the operation and maintenance of power hack saws, metal-turning lathes, shapers, milling machines and drill presses, together with hand tools used in machine shop work. Forging, tempering and casting are also included in this course. One hour lecture, three hours laboratory each week.

BUILDING AND WOODCRAFT TRADES

3. MASONRY 2 hours

A fundamental course in concrete work. mortar, concrete block and brick laying, footing, foundations. floors, sills. walks. One hour lecture, three hours laboratory each week.

***6. PLUMBING** 2 hours

Instruction in code requirements, procedures in dwelling house plumbing, waste, maintenance, proper methods of sewage disposal, soil pipe and clay tile work. One hour lecture, three hours laboratory each week.

8. HOUSE WIRING

2 hours

Instruction in the National Electric Code, basic electrical principles, complete instruction and practice in residential wiring, including electric heating. Some industrial wiring techniques will also be included. One hour lecture, three hours laboratory each week.

11:12. WOOD WORKING

4 hours

The study of hand and machine tools, joinery and proper methods of cabinet making. Wood turning and finishing. Opportunity to make projects of your choice. One hour lecture, three hours laboratory each week.

77:78. ARCHITECTURAL DRAWING

4 hours

Prerequisite: 1:2, or a beginning course in mechanical drawing.

A survey of the field in its various phases and the acquisition of a working knowledge of technique, symbols, materials, plan reading, tracing, and blue-printing. One hour lecture and three hours laboratory each week.

*79:80. CARPENTRY

6 hours

Instruction and practice in blueprint reading, building layout, foundations, wood framing, finished carpentry, floors, ceilings and walls, roof coverings, protective finishes, new methods of construction and latest building materials. A basic tool kit is required. One hour lecture and six hours laboratory each week.

133:134. ADVANCED CABINET AND FURNITURE MAKING

4 hours

Prerequisite: 11 and 12 or equivalent.

One hour lecture, three hours laboratory each week.

191:192. ADVANCED ARCHITECTURAL DRAWING

4 hours

Prerequisite: 77, 78 or equivalent.

Students will be expected to work out for a full-sized structure a complete set of plans, details, specifications, bill of materials and labor, and total costs. The structure will be designed by the student.

*103:104. ADVANCED MECHANICAL DRAWING

4 hours

Prerequisite: 1, 2 or equivalent.

Emphasis will be placed on drawing parts of machinery, assembly drawings, using orthographic projection, isometric, oblique, perspective, and free hand sketching.

MISCELLANEOUS COURSES

9, 10. ADVERTISING LAYOUT AND LETTERING

4 hours

A course that develops the ability to design two-dimensional forms in preparing posters, advertising brochures, lettering, and magazine layout.

17:18. TYPOGRAPHY

4 hours

A study of the common processes of typesetting, hand and machine composition, presswork with special consideration for proper grouping and spacing of jobs, layout, and design. The second semester's work will lead into the fundamentals of proofreading and copy preparation, the study of rules and practices regarding book, magazine, and newspaper publishing and job work. On-the-job practice in handling proofroom problems. Open to men and women.

65:66. FUNDAMENTALS OF LINOTYPE OPERATION

4 hours

Prerequisite: Courses 17 and 18; or by permission of instructor.

The function, maintenance, and operation of the linotype machine. Emphasis is on keyboard operation. One hour lecture, three hours laboratory each week.

Note: For those interested in following a career in Graphic Arts, an additional semester hour may be earned by a laboratory period of six hours each week.

MATHEMATICS

31. PRACTICAL HOME ARTS

2 hours

A course designed to prepare teachers in methods and materials used in teaching home mechanics and crafts. Important to all elementary teachers for teaching vocational subjects. One hour lecture, three hours laboratory each week.

32. PRACTICAL HOME GARDENING

2 hours

This course will also include school gardening on the elementary level. Special attention will be given to gardening, landscaping, soil building, fertilizers, horticulture, and organic gardening. One hour lecture, three hours laboratory each week.

LIBRARY SCIENCE

93:94. THE USE OF BOOKS AND LIBRARIES

4 hours

Teaches the standard practices in all libraries and the organization of the college library in particular. Provides acquaintance with the best books (both reference and general) in the various fields of knowledge. Improves scholarship through a knowledge of how to do research.

95. LIBRARY ADMINISTRATION

2 hours

Prerequisite: 93:94.

Designed to impart a practical knowledge of how to organize and administer a library; how to select, acquire, and catalog books; and how to relate the library to the needs of the pupils. Lectures and laboratory practice in the college library.

MATHEMATICS

C. E. Davis, Alfred Watt



Major: Thirty hours including courses 11:12* and 99:100, and including at least 14 hours of upper biennium courses. A minor in Physics or Chemistry is recommended.

Minor: Eighteen hours including courses 11:12;* 99:100; and including six hours of upper biennium courses.

*A student who has sufficient proficiency in secondary mathematics may, in consultation with the department head, waive Math 11:12 and take another course in its place.

1:2. MODERN CONCEPTS OF MATHEMATICS

6 hours

This course is designed for those students who are pursuing a general education program and do not need specific training in any one branch of mathematics. It is also designed for the teacher education program. It emphasizes mathematical reasoning and fundamental mathematical operations. It deals with such topics as set theory, the number system, number theory, the decimal system and other bases, equations, and approximations.

11:12. FRESHMAN MATHEMATICS

6 hours

Prerequisite: Two units of secondary mathematics including algebra.

A unified course built on material selected from topics in algebra, trigonometry, and analytic geometry which are commonly taught in beginning college mathematics courses. Emphasizes deductive reasoning and fundamental concepts and is taught from a contemporary point of view.

Because of the wide range in the mathematical ability and background of the students, this class will be divided into sections determined by the ACT tests and accomplishment in secondary mathematics. The lower section will be required to attend class four days per week, the extra time being devoted largely to remedial work.

82. STATISTICS

3 hours

See Economics 82.

Does not apply on a mathematics major or minor.

99:100. CALCULUS

8 hours

Prerequisite: Mathematics 11:12.

Elementary functions, ordinary and partial derivations, anti-derivatives, definite and multiple integrals, infinite series, applications.

111. DIFFERENTIAL EQUATIONS

3 hours

Prerequisite: Mathematics 99:100.

Classification and solution of common types of ordinary differential equations. Applications to problems arising in the physical sciences.

112. METHODS OF APPLIED MATHEMATICS

3 hours

Prerequisite: Mathematics 111.

Vector analysis, introduction to complex variables, characteristic value problems, Laplace transforms, Bessel functions.

*121:122. ADVANCED CALCULUS

6 hours

Prerequisite: Mathematics 99:100.

Introduction to point set topology, continuity, uniform continuity, integration, improper integrals, convergence, uniform convergence, sequences of functions, infinite series.

151:152. INTRODUCTION TO MODERN ALGEBRA

6 hours

Prerequisite: Mathematics 99:100.

Groups, rings, fields, integral domains, vector spaces, matrices, algebraic solution of equations.

MODERN LANGUAGES

Clyde Bushnell, Rudolf Aussner, Olive Westphal

Major—Spanish: Thirty hours including courses 1-2 and 93-94.

Minors in Spanish or German: Eighteen hours including six hours of upper biennium.

A modern language laboratory provides the student with a realistic approach to understanding and speaking the language of his choice. This, coupled with summer school work in Mexico or schooling in Europe, prepares the SMC language student for any one of those fields to which linguistic ability holds the key.

1-2. BEGINNING SPANISH

8 hours

A foundation course in grammar, pronunciation, and reading. Not open to students who have had two years of Spanish in secondary school.

93-94. INTERMEDIATE SPANISH

6 hours

Prerequisite: Spanish 1-2 or two years of Spanish in secondary school.

Advanced grammar; intensive and extensive reading of moderately difficult Spanish texts, oral and written exercises. Not open to Spanish speaking persons with three credits in Secondary Spanish.

***101, 102. SURVEY OF SPANISH LITERATURE**

4 hours

Prerequisite: Spanish 93-94.

History and development of Spanish literature; reading of representative works.

105, 106. SURVEY OF SPANISH-AMERICAN LITERATURE

4 hours

Prerequisite: Spanish 93-94.

History and development of Spanish-American literature; reading of representative works.

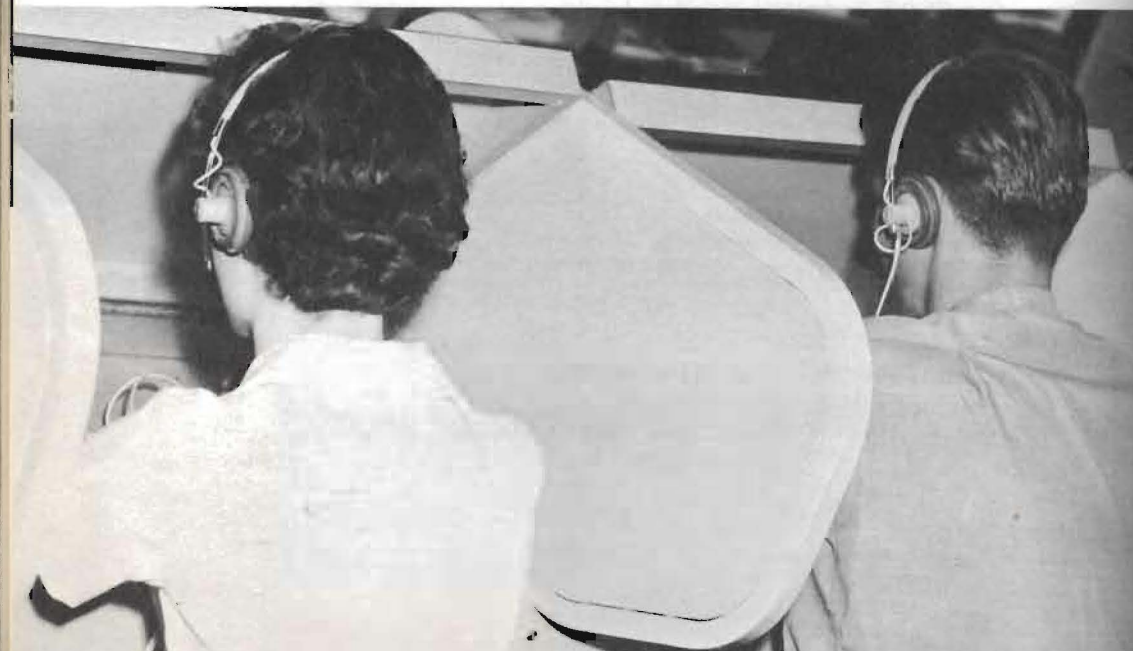
117:118. SPANISH CONVERSATION AND COMPOSITION

4 hours

Prerequisite: Spanish 93-94.

(Not open to Latin-American nationals.)

Development of skill in speaking, understanding, and writing idiomatic Spanish.



MUSIC

145, 146. THE GOLDEN AGE OF SPANISH LITERATURE

4 hours

Prerequisite: Spanish 93-94.

A study of the classical period of Spanish literature.

***165, 166. ADVANCED SPANISH PROSE**

4 hours

Prerequisite: Spanish 101:102.

Extended reading from great authors of Spain and Spanish-America.

GERMAN

21-22. BEGINNING GERMAN

8 hours

A foundation course in grammar, pronunciation, and reading. Not open to students who have had two years of German in secondary school.

83-84. INTERMEDIATE GERMAN

6 hours

Prerequisite: German 21-22 or two years of German in secondary school.

Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises.

127:128. GERMAN CONVERSATION AND COMPOSITION

4 hours

Prerequisite: German 21-22.

Development of skill in speaking, understanding and writing idiomatic German. (Not open to German-speaking nationals).

141, 142. SURVEY OF GERMAN LITERATURE

4 hours

Prerequisite: German 83-84.

History and development of German literature; reading of representative works; collateral reading and reports.

***153:154. ADVANCED GERMAN PROSE**

4 hours

Selected readings from the German masters of the great literary periods.

FRENCH

***1-2. BEGINNING FRENCH**

8 hours

A foundation course in grammar, pronunciation, and reading. Not open to students who have had two years of French in a secondary school.

***73-74. INTERMEDIATE FRENCH**

6 hours

Prerequisite: French 1-2 or two years of French on the secondary level.

Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises.

***121:122. FRENCH CONVERSATION AND COMPOSITION**

4 hours

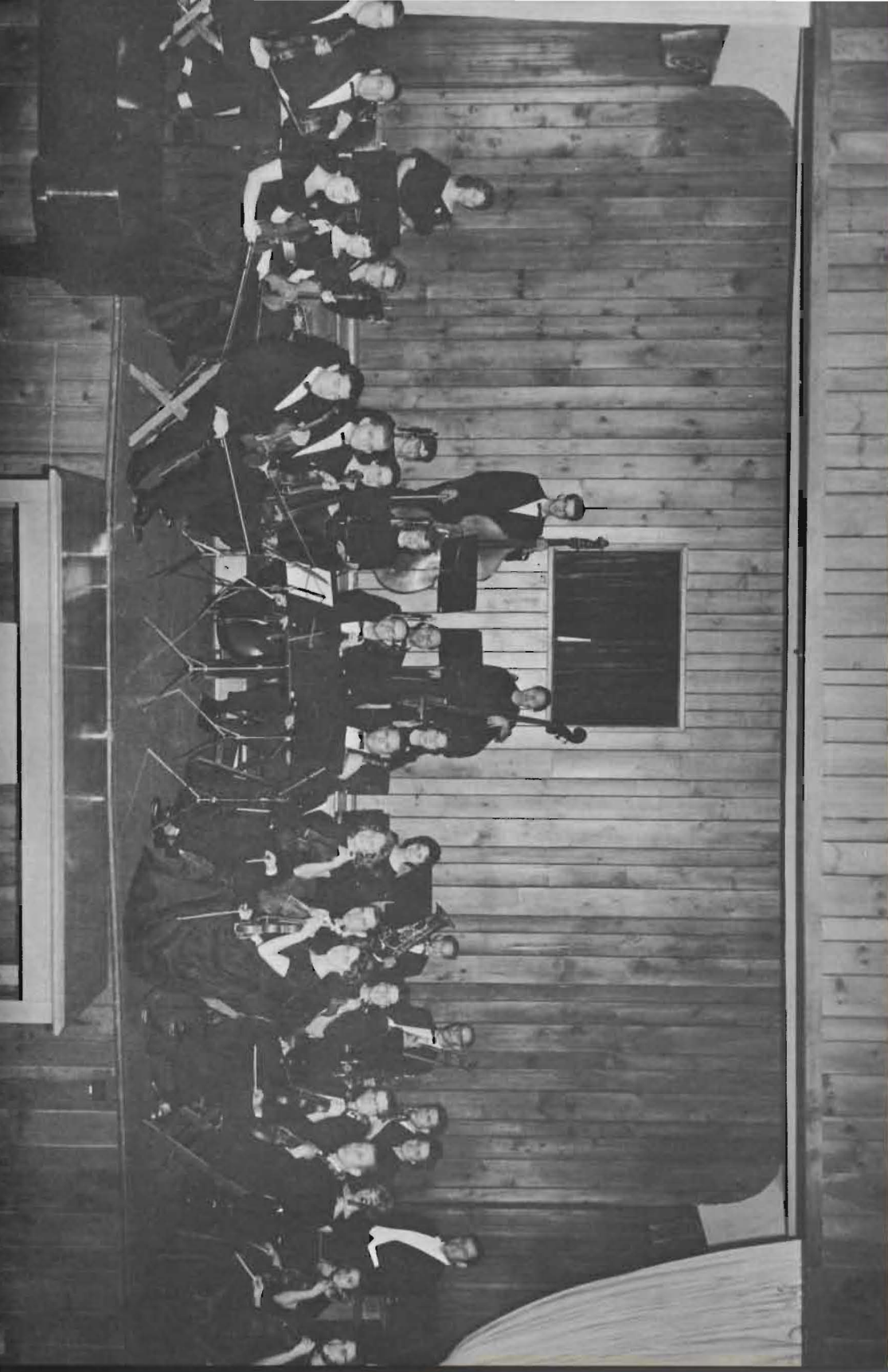
Development of skill in speaking, understanding and writing idiomatic French.

MUSIC

Morris Taylor, Dorothy Ackerman, Del Case, Don Crook, Stewart Crook
William Young, Elaine Taylor, J. Mabel Wood

BACHELOR OF MUSIC CURRICULUM:

The Bachelor of Music curriculum is a professional program designed to give the student the choice of preparing as a professional



musician with emphasis in music literature and performance or to qualify for teaching on the secondary level by emphasizing music education. The student may choose the area of emphasis desired.

Major: Eighteen hours in Music Theory; ten hours in Music History and Literature; sixteen to twenty hours in Applied Music including twelve hours of major instrument or voice beginning with course 21, Music Ensembles for one-half credit each semester to a total of four, and four hours of piano.*

Choice of one of the following areas of emphasis:

- A. Emphasis in Music Education: Education 21, 66, 142, 165, 167G, 173, 191; Psychology 51, 112, 107; Music Education 33, 34, 36, 37, 39, 181.
- B. Emphasis in Music Literature and Performance: four additional hours in applied major area and four in applied minor area; four additional hours in Music History and Literature; six to fourteen hours in French or German; pedagogy in major and minor performance area; and Education 66 or 167G.

*This requirement may be waived by examination. Piano must be taken until required proficiency level is attained.

The following general education requirements apply only to students pursuing a Bachelor of Music degree:

English 1-2 and Literature	10 hours
Fine Arts 60	2 hours
Natural Science with Laboratory	6 hours
Religion (Min.)	12 hours
Social Science	6 hours
Physical Education 7, 8; 53	3 hours

BACHELOR OF ARTS CURRICULUM:

Major: Forty hours including Music Theory 45:46; 101:102; and four hours of upper biennium music theory electives; Applied Music—major instrument or voice twelve hours; music organizations—two hours; and ten hours of History of Music including course 91:92.

Two hours in Art 60 are required in fulfillment of the general education Fine Arts requirement listed for the regular Bachelor of Arts degree.

Minor: Eighteen hours in music to include courses 21, 22; 45:46; 71, 72; two hours of music organizations; four hours of upper division history and literature; and two hours of upper division music education.

MUSIC

MUSIC THEORY

1. FUNDAMENTALS OF MUSIC

1 hour

Basic music notation and theory. (Does not apply toward major or minor.)

45:46. THEORY I

6 hours

Prerequisite: Music 1 or examination.

Construction and function of scales, intervals, chords, modulation, non-harmonic tones, correlated analysis and keyboard harmony; ear training to develop rhythmic, melodic and harmonic perception.

101:102. THEORY II

6 hours

Prerequisite: Music 45:46.

Construction and function of ninth, eleventh, thirteenth chords, altered chords and modulation; correlated analysis and keyboard harmony; continuation of ear training.

*171:172. COUNTERPOINT

4 hours

Prerequisite: Music 45:46; 101:102 concurrently.

Species counterpoint in two or more parts: imitation, double counterpoint, canon and correlated analysis.

174. ORCHESTRATION

2 hours

Scoring and arranging for the instruments of the modern symphony orchestra and the concert band.

176. COMPOSITION

2 hours

Prerequisite: Music 101:102; 171:172 recommended.

Principles of composition in the smaller forms; written work modeled on the analysis of such forms as the chorale, the art song, and the rondo.

MUSIC HISTORY

61. SURVEY OF MUSIC LITERATURE

2 hours

The impact of musical thought on western civilization during the past one thousand years. Illustrated lectures, discussions, and recordings.

Music majors may not register for Music 61 except as an elective. One listening period per week is required.

91:92. HISTORY OF MUSIC

6 hours

A study of music literature from antiquity to the present. cultural backgrounds, development of music form and style, analysis of representative masterworks from each major period of music history. Two listening periods per week are required.

*161. SYMPHONIC MUSIC

2 hours

Development of the orchestra from the Baroque to the present. A study of symphonic music literature. Analysis of scores, recorded music listening and attendance at live performances required.

162. KEYBOARD MUSIC

2 hours

Evolution of keyboard instruments, a study of the literature from 1500 to the present, analysis and performance of representative clavier compositions.

163. VOCAL MUSIC

2 hours

Literature of Western vocal music from the middle ages to the present; study of forms and style of solo, ensemble and dramatic works for voice, analysis of music through recordings, scores, and live performance.

***164. CHAMBER MUSIC**

2 hours

Music for all instrumental combinations, excluding keyboard solo music, from Haydn to the present; study and analysis of scores, recordings and live performances; history of instruments in Western culture.

CHURCH MUSIC

24. PRINCIPLES OF CONDUCTING

1 hour

Prerequisite: Music 1 or examination.

The study and application of principles of song leadership. This class meets two periods per week.

63. SURVEY OF CHURCH MUSIC

2 hours

A course designed to meet the needs of religion majors and church musicians. A study of church music from Biblical times to the present. One listening period per week is required.

MUSIC EDUCATION

The studies in methods and materials involve not only development in actual performance ability and evaluation of available teaching materials; but also, and pre-eminently, a quest for pedagogical soundness and understanding of how to help individuals solve their musical problems.

***33. VOICE MATERIALS AND TECHNIQUES**

2 hours

A study of voice production in class, testing and classification of voices; the examination of suitable literature for ensemble and solo use in the elementary and secondary school.

***34. STRING MATERIALS AND TECHNIQUES**

2 hours

A study of the stringed instruments in class and a survey of teaching materials for class and private instruction.

36. PERCUSSION MATERIALS AND TECHNIQUES

1 hour

The use of percussion instruments in the band and orchestra. Techniques of performing with percussion instruments. Interpretation of band scores. balance. and special effects of the percussion section.

37. BRASS MATERIALS AND TECHNIQUES

2 hours

A study of tone production. embouchure. fingerings, and practical pedagogic technique. A survey of the literature for the instruments and evaluation of teaching methods.

***39. WOODWIND MATERIALS AND TECHNIQUES**

2 hours

A study of tone production. embouchure, fingerings, and practical pedagogic technique. Survey of the literature for the instruments and evaluation of teaching methods.

130. PIANO PEDAGOGY

2 hours

Prerequisite: Music 72 or equivalent.

Methods, materials and procedures for private and class piano instruction; planning a complete program of pupils on various grade levels including technic, repertoire and musicianship.

***131. ORGAN PEDAGOGY**

2 hours

Prerequisite: Music 72 or equivalent.

Methods, materials and procedures for instruction in organ; accompaniment of church services; registration of organ literature on various types of organs.

MUSIC

132. VOICE PEDAGOGY

2 hours

Prerequisite: Music 72 or equivalent.

Methods, materials and procedures for private and class voice instruction; testing and classification of voices; physiological and psychological problems of voice production and diction.

*181. CONDUCTING TECHNIQUES

2 hours

This course is designed to give the music student the requisite skills for conducting choral and instrumental groups.

APPLIED MUSIC

†3, 4.

2 hours

Private instruction in voice, piano, organ, or orchestral instrument.

†5, 6.

2 hours

Class instruction in voice, piano, or orchestral instruments. This course is designed for the beginning student who would like to take applied music in small groups of from two to five at a reduced fee from the private lesson rate.

21, 22.

2 or 4 hours

Prerequisite: Examination for freshman standing.

Private instruction in voice, piano, organ, or orchestral instrument.

†53r., 54r.

2 hours

Prerequisite: Music 3, 4 or 5, 6.

Private instruction in voice, piano, organ, or orchestral instrument.

71, 72.

2 or 4 hours

Prerequisite: Music 21, 22.

Private instruction in voice, piano, organ, or orchestral instrument.

121, 122.

4 hours

Prerequisite: Music 71, 72.

Private instruction in voice, piano, organ, or orchestral instrument.

151, 152.

4 hours

Prerequisite: Music 121, 122.

Private instruction in voice, piano, organ, or orchestral instrument.

†Courses 3, 4; 5, 6; 53, 54 are open to any student of the college as elective credit toward the B.A. or B.S. degree. The music major or minor may not apply these toward his major performance area.

Courses 21, 22; 71, 72; 121, 122; and 151, 152 are courses primarily for the music major and minor, but they may be elected by anyone who passes the examination for freshman standing.

Instruction in voice, piano, organ, or orchestral instruments is offered both privately and in small classes. The following performance areas may be studied: violin, viola, cello, string bass, flute, oboe, clarinet, saxophone, bassoon, trumpet, French horn, trombone, baritone, marimba, and percussion instruments.

The major in music education and the liberal arts student will present a joint senior recital in which each plays 30 minutes. The performance major will present a full-length, memorized recital. The stu-

dent may elect to have an assisting soloist or an assisting small ensemble in which he participates.

One semester hour will be allowed for a minimum of 15 half-hour lessons with four hours of practice per lesson. Participation in and attendance at student recitals, public and studio, will be considered a part of the regular work. Music majors and minors are required to attend a large percentage of the concerts and recitals on the campus, and each is urged to take advantage of the outstanding musical events sponsored by the SMC Lyceum Committee, the Fine Arts Series, and the Community Concerts or the Chattanooga Symphony.

Freshman standing for the music major or minor will be given by the music faculty at the time of the first semester examinations. Each student majoring in music must appear before the music faculty at the end of each semester to present a prepared program of technic and memorized compositions as his final examination. A music minor should pass freshman standing as well as take the applied examination at the completion of his applied music credit.

All music majors except those concentrating in keyboard instruments are required to pass an examination in piano. The student must be able to play hymns, moderately easy accompaniments and the major scales. At the time of the regularly scheduled semester examinations, the student is to play before a committee of the music faculty. The piano examination should be passed during the freshman year or the student must register for applied piano instruction.

MUSIC ENSEMBLES

Although there is no charge for participation in music organizations if credit is not desired, yet *students should register for entrance in the organization*. All students pursuing a music major must participate in a music organization each year of residence.

Each musical organization meets two periods per week and offers one-half hour credit each semester. Non-music majors may accumulate not more than two hours credit in music organizations unless balanced by an equal number of hours in music theory or history. Admission to any musical organization is by audition. Regular attendance at rehearsals is required.

Ensembles on campus are organized and sponsored by members of the staff.

11r., 12r. CONCERT BAND

13r., 14r. ORCHESTRA

15r., 16r. COLLEGE CHOIR

17r., 18r. MEN'S CHORUS

19r. 20r. COLLEGIATE CHORALE



DIVISION OF NURSING

Harriet Smith Reeves, Florence M. Culpan, Catherine Glatho, Miriam Bruce, Elfa Edminster, Helen Emori, Zerita J. Hagerman, Miriam Kerr, Lynelle King, Carl Miller, Mary Waldren (Leave of Absence), Kathryn Wooley

ACCREDITATION

The baccalaureate degree program in nursing is fully accredited (including Public Health Nursing) by the Board of Review for Baccalaureate and Higher Degree Programs of the National League for Nursing; is registered with the Board of Regents of the Department of Education of the General Conference of Seventh-day Adventists; and is approved by the Tennessee Board of Nursing. Graduates of the school meet the requirements for admission to the state board examination for licensure.

PHILOSOPHY

The philosophy and objectives of Christian education as stated by the college, being based on a belief in God and Jesus Christ as the Creator and Redeemer, emphasize the brotherhood and individual worth of man. It is on this basis that the philosophy and objectives of the Division of Nursing are built; therefore, the faculty of the Division accepts the responsibility for promoting the development of the physical, mental and spiritual wholeness of the student.

The curriculum is built on the premise that education for the practice of nursing is best accomplished by a combined liberal arts and professional program. Throughout the curriculum an effort is made to promote learning through observation and individual investi-

gation and to guide the student in obtaining and applying knowledge in an atmosphere which seeks to stimulate a spirit of inquiry.

The faculty believes that Christian professional nursing is a service that contributes to the betterment of health, the preservation of life and the prevention of disease. Such care is directed toward restoring man to wholeness and may be implemented through remedial measures, health teaching and the exemplary life of the nurse.

The Division has as its aim the preparation of graduates for beginning positions in all areas of nursing, including public health.

OBJECTIVES

Curriculum offerings are planned to assist the student in developing:

- ▶ Understanding of principles underlying nursing care thereby enabling the student to carry out necessary measures adequately and safely after sufficient orientation in policies and procedures of the agency.
- ▶ Ability to identify spiritual, physical, social and emotional needs and assist in satisfying such needs.
- ▶ Beginning skills in leadership.
- ▶ Interest in and ability to participate in health education.
- ▶ Interest in continuous professional growth.
- ▶ Ability to identify his role in the health team and function effectively.

Major—Bachelor of Science in Nursing: Sixty-four hours including courses 27, 29, 54, 55, 60, 104, 105, 110, 111, 120, 121, 140, 160, 165, 170, and 192.

The following general education requirements apply only to students pursuing this curriculum leading to the Bachelor of Science degree in nursing:

Applied Arts—Home Economics 61	1 hour
Communication Arts—English 1-2; Speech 5; Literature	10 hours
Education—Psychology—Health Psychology 51, 112, 131; P.E. 7, 8	10 hours
Fine Arts—Music 61 or Art 60	2 hours
Natural Science—Biology 11, 12; 22; Chemistry 6, 6a; 7-8	19 hours
Religion	12 hours
Social Science—Sociology 20, 61, 82; and two hours of Literature	10 hours

NURSING

The curriculum covers four academic years and one summer session in which the student completes approximately half his work in liberal arts and science courses, and half in the major field, with a total of 130 semester hours.

The student spends the freshman academic year and the first semester of the sophomore year on the Collegedale campus. Following this, the student registers on the Orlando campus. The senior year is spent on the Collegedale campus, completing the major in nursing.

Students from other colleges having completed the prescribed curriculum for registration on the Orlando campus may be eligible to register in the sophomore year of the curriculum in nursing. The faculty reserves the right to make curriculum changes at any time in harmony with current trends in education.

27. INTRODUCTION TO NURSING

3 hours

A brief orientation to the field of nursing and the responsibilities of the nurse as a member of the health team. This course is designed to help the student to become aware of his own health needs and those of the public. It includes an introduction to some basic principles and skills of assessing a person's health status.

29. INTRODUCTION TO NURSING FUNCTIONS

2 hours

Designed to introduce the student to nurse-patient and nurse-colleague relationships and to acquaint the student with professional communication techniques. Includes exploration of primary stress situations common to man in the home and hospital.

+54. NURSING I

6 hours

An introduction to the care of patients manifesting common nursing problems. Emphasis is placed on the principles underlying the care given to all patients including comfort, hygienic, and rehabilitative measures. Some consideration is given to diet therapy, pharmacology and physical therapy.

+55. NURSING II

6 hours

A continuation of Nursing I. The student is introduced to the nursing diagnosis through the care of selected patients with acute medical-surgical problems. Emphasis is placed on beginning ability to cooperate with the health team in providing for continuity of patient care in the home, hospital, and other agencies.

60. NURSING PROBLEMS A

2 hours

Common components of the science of nursing are considered. Emphasis is also given to the professional development and relationships of the nurse with patients and co-workers.

+104. NURSING III

6 hours

A continuation of Nursing II with emphasis on assisting the student to assess and plan in meeting more complex nursing needs of patients. Increased emphasis is given to individual patient health instruction.



†105. NURSING IV

6 hours

Instruction includes nursing in selected adult health problems. The student is given an opportunity to become increasingly self-directed in planning and giving patient care.

110. NURSING PROBLEMS B

2 hours

A continuation of 60, Nursing Problems A.

111. NURSING PROBLEMS C

2 hours

A seminar with practice in problem solving in which the student selects and investigates a nursing care problem as an exercise in beginning research methods.

†120. MATERNAL AND CHILD NURSING I

6 hours

Prerequisite: Nursing I, Nursing II, and Psychology 131.

The study of family relationships during the normal maternity cycle. Emphasis is placed upon the study of the home care of normal newborn and well children.

†121. MATERNAL AND CHILD NURSING II

5 hours

Prerequisite: Maternal and Child Nursing I.

A continuation of nursing 120 and in addition includes a study of health service for mothers and children, variations and complications of the maternity cycle, nursing care of the sick child. It give emphasis to the role of the nurse in giving support during family crises.

†140. ORIENTATION TO NURSING LEADERSHIP

2 hours

Principles of team leadership and the administration of a nursing unit are considered. Includes investigation of pertinent questions which arise in the care of selected patients. Guided experience is provided in team leadership and in related activities.

160. PUBLIC HEALTH SCIENCE

2 hours

The study of the principles, trends, organization and administration of the community health service. The epidemiology and control aspects of disease and environmental health principles are included.

†165. PUBLIC HEALTH NURSING

6 hours

Includes study of the history and development of public health nursing and the responsibilities and activities of the nurse in such a program. Application of these principles is made to health programs sponsored by the Seventh-day Adventist Church. Practice in a public health agency is family centered.

†170. PSYCHIATRIC NURSING

6 hours

Prerequisite: Nursing I, Nursing II.

Instruction covers knowledge, understanding, skills and attitudes essential to the nursing care of patients with psychiatric disorders. Psychological first aid, preventative and rehabilitative aspects are included. Supervised clinical experience is planned to provide opportunity for the application of psychiatric nursing skills to patient care.

170. Ex. PSYCHIATRIC NURSING SUPERVISION

4 hours

An introductory course for the registered nurse student who has had some experience in the field of psychiatric nursing. Emphasis is placed on the development of supervisory skills in order to more competently direct planned patient care experiences for members of the nursing team.

†Course includes correlated laboratory practice or field work. A semester hour of credit for laboratory practice or field work is defined as a three- or four-hour period of weekly practice for one semester or approximately eighteen weeks.

PHYSICAL EDUCATION AND HEALTH

192. PROFESSIONAL NURSING TODAY

2 hours

The development of nursing through the ages, including the progress of the Seventh-day Adventist health program; trends in nursing; opportunities for the graduate nurse; job selection, placement after graduation and advanced education available for nurses.

192EX. PROFESSIONAL NURSING TODAY

2 hours

A course designed to introduce the graduate nurse student to the development of nursing, stressing current concepts, trends and issues, research in nursing practice and opportunities for advanced education.

PHYSICAL EDUCATION AND HEALTH

Cyril Dean, P. Joan Bradburn, Marian Kuhlman

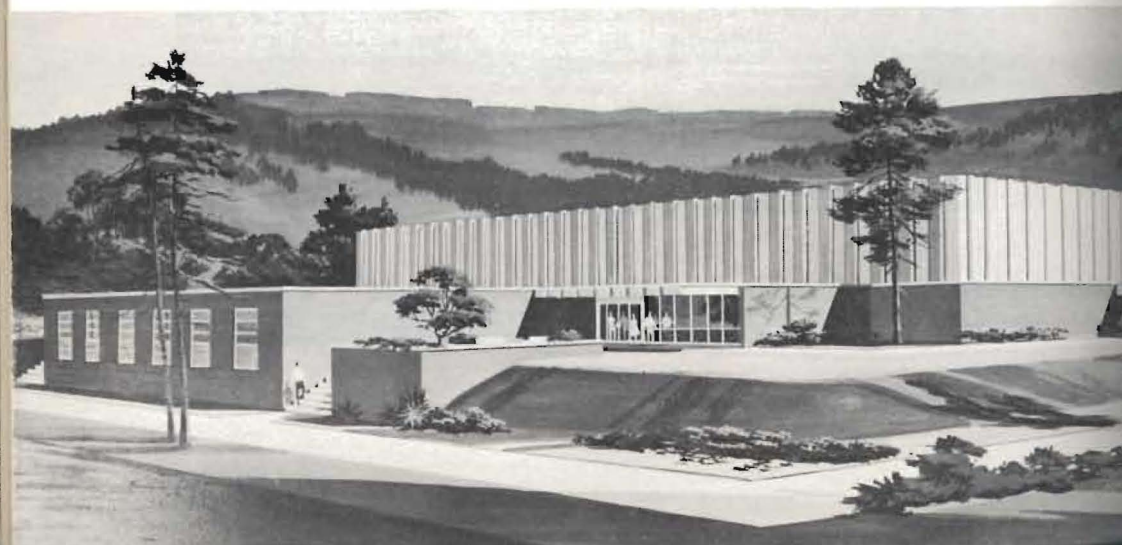
Major in Health and Physical Education: Thirty hours including courses 35, 85, 86, 99, 100, 118, 119, 128, 143, 148, 150, 160 and four hours of activity courses, Biology 11, 12, and Home Economics 2.

All general education requirements apply to students pursuing this program except for the language requirement.

Majors training for teaching positions must meet the secondary school state certification requirements set forth by the Education Department.

Minor in Health and Physical Education: Eighteen hours including 35, 85, 86, 118, 119, 128, 148, and two hours of activity courses, and Biology 11, 12.

The physical education activity program is conducted to satisfy the need for recreation and physical exercise as a diversion from the sedentary classroom program. During the freshman and sophomore years students are required to take courses 7, 8, and 15, 16 to learn the



skills and techniques associated with acceptable recreational activities. In subsequent years students are encouraged to participate in physical education activities of their choice.

Students enrolled in activity courses must wear regulation suits and shoes to all class appointments. Regulation gym wear for both men and women will be available at the college store, Southern Mercantile. For full particulars, see your respective dormitory dean or the director of physical education.

The activities program consists of the following indoor and outdoor carry-over games:

Team Sports	Individual and Dual Sports
Basketball	Apparatus
Conditioning Exercises (Calisthenics)	Archery
Flagball	Badminton
Softball	Golf
Soccer	Handball
Touch Football	Tennis
Volleyball	Track Activities
	Tumbling

7, 8. FRESHMAN PHYSICAL EDUCATION

1 hour

Required of all Freshmen.

Body mechanics, games, skill tests, etc.

***9, 10. ADAPTED PHYSICAL EDUCATION**

1 hour

A course offered for those physically unable to take part in the basic required program. A "B" medical rating automatically upon registration classifies the student for this part of the program.

15, 16. SOPHOMORE PHYSICAL EDUCATION

1 hour

Required of all Sophomores.

Body mechanics, games, skill tests, etc.

27, 28. TUMBLING AND APPARATUS

1 hour

Accent on rolls, stunts, pyramids. self-testing activities. Conditioning heavily emphasized.

63. LIFE SAVING

1 hour

Prerequisite: Swimming test. Leading to the Senior Life Guard certificate (Red Cross).

THEORY COURSES

***4. HOME NURSING**

1 hour

Lecture and demonstrations will be based on the American Red Cross textbook in home hygiene and care of the sick. Red Cross Home Hygiene Certificates are issued to those successfully completing the course. In addition, hydrotherapy will be given.

PHYSICAL EDUCATION AND HEALTH

22. SAFETY EDUCATION

2 hours

The nature and causes of accidents, safety measures for the prevention of common accidents of the home, school, industry, transportation, and recreation. The standard and advanced Red Cross Certificates will be issued to those completing the required work in first aid.

23. ATHLETIC INJURIES

1 hour

The study of treatment and prevention of athletic injuries.

*35. INTRODUCTION TO HEALTH, PHYSICAL EDUCATION, AND RECREATION

2 hours

A study into the aspect of Physical Education as a career, its relationship to related fields of education, general principles and philosophies, historical background, and professional preparation.

50. CAMP EDUCATION

2 hours

A course designed to promote outdoor recreation and provide experience for those who are interested in Pathfinder summer-camp work. Campouts, hikes, practice in camping techniques, etc.

53. HEALTH AND LIFE

2 hours

A study of physiology, mental health, diet and health, and other subjects vital to healthful living, with special emphasis given to denominational health standards as revealed by Ellen G. White and corroborated by scientific research today.

63. WATER SAFETY

2 hours

Prerequisite: Swimming test. Leading to the Senior Life Guard certificate (Red Cross).

64. FIRST AID INSTRUCTOR

1 hour

Prerequisite: Advanced Red Cross Certificate or PE 22. The Red Cross Instructor Certificate will be issued to those completing the required work.

65. WATER SAFETY INSTRUCTOR

1 hour

Prerequisite: Senior Life Saving Certificate or PE 63. The Red Cross Water Safety Instructor Certificate will be issued to those completing the required work.

84. METHODS AND MATERIALS OF TEACHING PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL

2 hours

This course is designed primarily for elementary teachers and minors in Physical Education. Methods and materials, graded activities in games of low organization, team games, self-testing and rhythmic activities, and safety measures. Observation and teaching of elementary school children will be scheduled.

*85. TEACHING INDIVIDUAL ACTIVITIES

2 hours

Theory and techniques of individual and dual activities.

*86. TEACHING TEAM ACTIVITIES

2 hours

Theory and techniques of team activities.

99, 100. RECREATIONAL SUPERVISION AND OFFICIATING

4 hours

Study and participation in organizing and officiating in the intramural program.

*118. KINESIOLOGY

2 hours

Prerequisite: Biology, 11, 12.

A study of joints and muscular structure and their relation to physical exercise.

***119. PHYSIOLOGY OF EXERCISE**

2 hours

A nonlaboratory course emphasizing the physiological effects of muscular exercise, physical conditioning, and training. Significance of these effects for health and for performance in activity programs.

128. ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION AND RECREATION

2 hours

The relationship of the field of Physical Education to modern educational theory. Details of the organization of physical education activities, organization and classification of pupils, and emphasis on the arrangement and construction of equipment; and planning of school programs suitable to denominational schools.

143. HISTORY OF PHYSICAL EDUCATION

2 hours

A study of the philosophical and activity background of physical education.

***148. PRINCIPLES OF HEALTH AND PHYSICAL EDUCATION**

2 hours

An examination of the principles underlying current concepts of health and physical education.

150. MEASUREMENTS IN HEALTH AND PHYSICAL EDUCATION

3 hours

A study of the testing program in health and physical education.

160. SEMINAR

1-2 hours

A study of special problems in the fields of health and physical education.

PHYSICS

Ray Hefferlin, William Mundy,
A. L. Watt



Major: Thirty hours including course 51-52 and cognate requirements of mathematics 11-12; 99:100; 111, and 112. Mathematics 112 may count on major.

Major: Forty hours for the Bachelor of Science with a major in Physics including courses 51-52; and 181, 182*. Physical Chemistry 151, 152, and Methods of Applied Mathematics 112, may count toward the major in Physics. Chemistry 1-2, and twenty-one hours of mathematics, including Mathematics 11-12; 99:100; and 111 are required.

*Students who have worked in the department research project as research assistants may, with the approval of the department, waive an equivalent part of this requirement.

PHYSICS

The general education requirements for this degree are the same as those listed for the Bachelor of Arts degree with the following exceptions: Communication Arts—eight hours; Fine Arts—two hours; and Social Science—nine hours. Students planning to proceed with graduate work in Physics should take the program leading to the Bachelor of Science degree.

Minor: Eighteen hours including six hours of upper biennium.

***2. INTRODUCTION TO PHYSICS**

3 hours

This course is designed specifically for students preparing for elementary school teaching. Simple demonstrations of physical principles, using materials available in the home or school, and discussion of basic ideas involved; emphasis is laid on application (to home appliances, automobile, and such things) and on the perception of character lessons in the material. Open only to students in elementary education curriculum. Two hours lecture, three hours laboratory, each week.

51-52. GENERAL PHYSICS

8 hours

Prerequisite: Math. 11:12 or permission of instructor in cases of exceptionally high score on mathematics placement test.

An introduction to the traditional and modern fields of physics including Newtonian laws, electricity and magnetism, electromagnetic theory, and atomic and nuclear physics. Principles and applications are discussed using algebra and trigonometry and introducing elementary calculus as needed. Direct experience is given in laboratory work. Three hour lecture, three hour laboratory each week.

53-54. EXTRA HOUR OF GENERAL PHYSICS FOR MAJORS AND ENGINEERING STUDENTS

2 hours

One class period per week on advanced problems and derivations relevant to the coursework in Physics 51-52. Open only to those who have taken or are taking Physics 51-52 and Math. 99, 100.

61-62. DESCRIPTIVE ASTRONOMY

6 hours

An elementary study of our solar system and its relation to the stellar universe. Two hours lecture, three hours laboratory each week.

***81. ELECTRONICS**

4 hours

Prerequisite: One unit of secondary mathematics.

A non-mathematical treatment of common receivers, transmitters, and transducers as the microphone, speaker, and antenna. Three hours lecture, three hours laboratory each week.

***91. INTRODUCTION TO INDUSTRIAL SPECTROSCOPY**

Summer, 2 hours

Lectures, laboratory work, and field trips designed to introduce the student to the field of industrial spectroscopy. May be offered in the summer as a two-week "fast course" for convenience of those attending from long distances.

***92. ASTROPHYSICS**

3 hours

Prerequisites: Physics 51; Physics 52 concurrently.

Experimental information about the light from the stars is studied using the concepts developed in General Physics. Various states of matter; diffusion and scattering of radiation through matter. The material in this course does not depend heavily upon that of Descriptive Astronomy, and hence Physics 61 is not prerequisite to this course.

***102. PHYSICAL OPTICS**

4 hours

Prerequisites: Physics 51-52; Math. 99, 100.

Refraction, reflection, interference, and absorption of light are discussed from the standpoint of the particle and especially of the wave theories of light. The modern concept of the photon and of matter waves are used. Three hours lecture, and three hours laboratory each week.

103. KINETIC THEORY

3 hours

Prerequisites: Physics 51-52; Math. 99, 100.

Many properties of gases, liquids, and solids are derived from the assumption that matter is composed of small particles in motion. Three hours lecture each week.

104. NUCLEAR PHYSICS

3 hours

Prerequisites: Physics 51-52; Math. 100 concurrently.

The contributions of each of several models of the nucleus to our understanding of radioactivity, fusion and fission. Discussion of the source of stellar energy, and of age dating the universe. The inductive nature of our understanding of the nucleus will be stressed.

***123. ATOMIC PHYSICS**

3 hours

Prerequisites: Physics 51-52; Mathematics 100.

Analysis of atomic spectra from Bohr-Sommerfeld-vector model of the atom.

***124. WAVE MECHANICS**

3 hours

Prerequisites: Physics 51-52; Mathematics 111.

"Derivation," application of boundary conditions, and solutions of Schroedinger's equation.

126. NUCLEAR PHYSICS INSTRUMENTS LABORATORY

1 hour

Prerequisite: Physics 52.

Electromagnetic measurements and radiation measurements; gamma ray intensity and absorption; dosimetry. Three hours laboratory each week.

***151:152. ANALYTIC MECHANICS**

6 hours

Prerequisites: Physics 51-52; Mathematics 111 concurrently.

The mechanics of general physics is reformulated in more advanced terms, and problems such as that of the gyroscope are discussed. Introduction to the theory of relativity. Vectors are discussed as needed.

161:162. ELECTRICITY AND MAGNETISM

8 hours

Prerequisites: Physics 51-52; Math. 111 or concurrently.

The electromagnetic principles of general physics are reformulated in advanced terms so that problems may be discussed such as wave guides. Vectors are introduced as needed. Three hours lecture and three hours laboratory each week.

181, 182. SPECTROSCOPY

Up to 4 hours

The student takes part in the research project under way in the Physics department and becomes familiar with research procedure and reporting. This course is limited to majors and minors.

191. PROBLEMS IN PHYSICS

1 hour

Individual research work in some field of Physics elected by the student.



RELIGION

Bruce Johnston, Douglas Bennett,
Robert Francis, Gerhard Hasel,
Herman Ray, Frank Holbrook,
Clifford Reeves

Training for the ministry of the Seventh-day Adventist church involves a five-year academic program followed by an internship program. The division of Theology at SMC offers the first four of these years, while the fifth year is available at the Theological Seminary of Andrews University, Berrien Springs, Michigan.

Admission to the theological curriculum and recommendation to the ministry involve initial and periodic applications to the subcommittee on Ministerial Recommendations. Information and applications will be supplied by the Division of Theology.

Major—Theology: Thirty hours in Religion and Bible including Bible courses 11, 12; 165, 166, and Religion courses 5; 59, 60; and six hours of Applied Theology including courses 73, 80, and 175.

BIBLE INSTRUCTORS

Students preparing to serve the church as Bible Instructors will major in Theology. They will take all courses as listed except for courses 80 and 175 in Applied Theology. (Mature women wishing to receive a basic preparation for work as Bible Instructors in connection with the evangelistic work of a conference may arrange for a two year curriculum on an individual basis.)

The following general education requirements apply to women students pursuing a major in Theology:

English 1-2; and Literature	10 hours
Communications 5:6. Course 53 and 54 recommended	4 hours
Social Science including Sociology 20, 82, 156 and History 1, 2; 56	16 hours
Psychology 51	3 hours
Fine Arts	4 hours

Foreign Language (Greek 31-32; 101-102)	14 hours
Natural Science (including Biology 12)	12 hours
Physical Education 53, and 7, 8	3 hours
Applied Arts (including Home Economics 1, 2; 25; 126)	
Home Economics 41 and 61 recommended	10 hours

BIBLE

1, 2. BIBLE SURVEY 4 hours

An introduction to the Scriptures, required of those who have not had Old or New Testament history in the secondary school. Exemption may be obtained by examination. Credit for this course does not apply on a major in religion.

11, 12. LIFE AND TEACHINGS OF JESUS 4 hours

The inter-testamental background of the times of Jesus, as well as a chronological study of Jesus' life and teachings, as found in the four Gospels. Also included are the spiritual lessons from this study.

76. DOCTRINE OF THE SANCTUARY 2 hours

An investigation of the Christian teachings revealed in the sanctuary service.

131, 132. OLD TESTAMENT PROPHETS 6 hours

A survey of the major and minor prophets of the Old Testament including a background of their lives and teaching, with the application of their messages for modern man.

151, 152. PAULINE EPISTLES 6 hours

An exegetical study of the Pauline epistles in the order of their composition, including a background survey of the book of Acts.

165. DANIEL 2 hours

Prerequisite: Social Science 1, 2 or 131, 132.

A comprehensive study of the great prophecies of the book of Daniel and their lessons for our day, including a survey of its background and historical setting. Special attention is given to the defense of the book against modern critics.

166. REVELATION 3 hours

Prerequisite: Social Science 1, 2 or 131, 132.

A study of the prophecies and symbolism of this book with their historical fulfillments and their intimate relationships to the prophecies of the book of Daniel.

RELIGION

5. PROPHETIC GIFT 2 hours

A study of the Scriptural background of the Spirit of Prophecy in the Old and New Testament with special emphasis on its manifestation in the remnant church in harmony with prophetic predictions. Objections and problems connected with its manifestation will be given consideration.

53. ARCHAEOLOGY AND THE BIBLE 2 hours

A survey of archaeological methods, discoveries in relation to the Bible, and historical backgrounds.

†59, 60. FUNDAMENTALS OF CHRISTIAN FAITH 4 hours

A study of the doctrines of the Christian faith and their application to life.

RELIGION

***155. CHRISTIAN APOLOGETICS**

2 hours

A study of the defense of the Christian faith and Biblical doctrines of a polemical nature such as predestination, the problem of suffering, the nature of Christ.

157. COMPARATIVE RELIGIONS

2 hours

A survey of the history and distinctive characteristics of the numerous religious denominations of the modern era.

†160. DOCTRINE OF THE ATONEMENT

2 hours

A study of the great underlying principles of the plan of salvation.

***†174. MANUSCRIPTS OF THE BIBLE**

2 hours

A study of the ancient sacred writings of Israel and their preservation and development into our present Bible, with emphasis on the discovery and classification of manuscripts and the various versions and revisions.

184. ESCHATOLOGY

2 hours

A study of the concepts in prophetic literature that pertain to the end of the world and the consummation of the Christian hope.

†194. PROBLEMS IN RELIGION

2 hours

Guided research in religious problems. Open only to religion majors with 20 semester hours credit in religion.

APPLIED THEOLOGY

73. PRINCIPLES OF PERSONAL EVANGELISM

2 hours

A study of methods for doing personal work in winning men to Christ, including the preparation and art of giving Bible studies. Credit for this course can apply on a major or minor in religion for all students except theology students.

80. INTRODUCTION TO PREACHING

2 hours

Prerequisite: Speech 5 and Applied Theology 80.

Lectures, reading and practice designed to introduce ministerial students to the principles and methods of preaching.

119, 120. HOMILETICS AND PULPIT DELIVERY

4 hours

Prerequisite: Speech 5 and Applied Theology 80.

Training in the preparation and delivery of the various types of talks and addresses the Christian worker or preacher is called upon to give.

175. INTRODUCTION TO THE MINISTRY

3 hours

A study of the man who performs as a minister, including the call to the ministry, intellectual and spiritual qualification and ways in which he should be prepared in order to render successful service to the church.

***176. EVANGELISTIC METHODS**

2 hours

A study of the principles and practice of evangelism.

RELIGIOUS HISTORY

- †56. **HISTORY OF THE ADVENT AWAKENING** 2 hours
A study of the world-wide Advent Awakening of the 19th century, and of the consequent rise of the Great Second Advent Movement.
- †155, 156. **HISTORY OF CHRISTIANITY** 6 hours
A study of the development of the Christian Church from its apostolic origin to the present time with emphasis on the internal problems that eventually formed the background for present-day Christianity and its various divisions.

RELIGION COURSES OFFERED ON THE ORLANDO CAMPUS

54. **PRINCIPLES OF SPIRITUAL THERAPY AND WORLD RELIGION** 2 hours
An understanding and use of the basic principles of Christianity as taught and applied in the medical ministry of Christ. A survey of the non-Christian religions with a more detailed study of the major Christian religions emphasizing how a knowledge of these beliefs may assist the nurse in professional relationships.
93. **FUNDAMENTAL BIBLE PRINCIPLES** 2 hours
A study of the teaching of the Bible as related to modern life.
95. **PERSONAL EVANGELISM** 2 hours
Basic Bible truths and methods of sharing these truths effectively with others are studied with special consideration given to recognizing and developing opportunities for spiritual ministry in Christian nursing service.

BIBLICAL LANGUAGE AND LITERATURE

Minor: A minor in Biblical Languages may be obtained with 18 hours in Greek or with 14 hours of Greek plus 6 hours of Hebrew.

GREEK AND HEBREW

- 31-32. **ELEMENTS OF NEW TESTAMENT GREEK** 8 hours
A study of the grammar and syntax of the vernacular *koine* Greek of New Testament times, with readings in the Epistles of John.
- 101, 102. **INTERMEDIATE NEW TESTAMENT GREEK** 6 hours
A course in advanced studies and grammar and syntax of Koine Greek with translation of readings from the Gospel of John, the Synoptics and the Pauline Epistles.
- 121-122. **BEGINNING HEBREW** 6 hours
The elements of Hebrew grammar, including the vowel system, vocabulary, writing, and selected reading from the Old Testament.
- 180, 181. **GREEK EXEGESIS** 4 hours
Prerequisite: Biblical Languages 102.
A course in exegesis of selected passages from the Synoptic Gospels, Pauline and General Epistles, based on a grammatical and syntactical analysis of the original text with an introduction to textual criticism. Credit from this course may apply on a major or minor in Religion, providing it is not applied toward a minor in Biblical languages.

†Will not apply for state teacher certification.



OFFICE ADMINISTRATION

(Formerly Department of
Secretarial Science)

Richard Stanley, John Merry,
Lucile White

Major: Thirty hours for the Bachelor of Science degree including courses 40, 51, 56, 63, 64, 72, 76, 109 or 112, 141 and 146. Courses 9, 10, 13, and 14 do not apply toward this major. Business Administration 31:32; 71, 72; and 155, 156 and Home Economics 61 to be taken as cognate requirements. Psychology 51 is highly recommended.

The general education requirements, with the exception of foreign language study, are the same as those listed for the Bachelor of Arts degree.

A student looking forward to service as a medical secretary should plan to take courses 58, 73, 77, 78, 136, 174, and Biology 11, 12, and 22 in partial fulfillment of the general education natural science requirement. Courses 72, 109 or 112, and 127 may be omitted in pursual of this program.

Minor: Eighteen hours including courses 55, 56 (or equivalent), 63, 64 and 72. Courses 9, 10, 13, and 14 do not apply. Course 73 may be substituted for 72 if the student prefers the medical secretarial emphasis.

TWO-YEAR CURRICULUM IN OFFICE ADMINISTRATION

COURSE REQUIREMENTS

Office Administration: * 40, 51, 55, 56, 63, 64, 72, 76 and Business Administration 31	20 hours
English 1-2	6 hours
Fine Arts 60 or 61	2 hours
P.E. 7, 8; 15, 16 and 22	4 hours
Religion	6 hours
Social Science	6 hours
Electives—sufficient to make a two-year total of 64 semester hours.	

* Courses 9, 10; 13, 14 do not apply toward the course requirements.

TWO-YEAR CURRICULUM IN MEDICAL SECRETARIAL SCIENCE

COURSE REQUIREMENTS

Office Administration: * 40, 51, 55, 56, 58, 63, 64, 73, 76, 77, 78 and Business Administration 31	25 hours
Biology 11, 12	6 hours
English 1-2	6 hours
Fine Arts 60 or 61 required	2 hours
P.E. 7, 8; 15, 16 and 22	4 hours
Religion	6 hours
Social Science	3 hours
Electives sufficient to make a two-year total of 64 semester hours.	

9. SHORTHAND**4 hours**

Prerequisite: Office Administration 13 must be taken concurrently with this course unless the student has had the equivalent.
Fundamental principles of Gregg Shorthand simplified. Five class periods each week.

10. SHORTHAND**4 hours**

Prerequisite: Office Administration 9, or equivalent to one unit of high school shorthand. Office Administration 14 must be taken concurrently with this course unless the student has had the equivalent. 70 words a minute required. Five class periods each week.

13. TYPEWRITING**2 hours**

Five class periods each week. One hour laboratory a week is required. Students who have had $\frac{1}{2}$ unit of high school typewriting may receive 1 hour. Teacher to be consulted for entrance date. 35 words a minute for 5 minutes required.

14. TYPEWRITING**2 hours**

Prerequisite: Office Administration 13, or equivalent of one unit of high school typewriting. Five class periods each week. One hour laboratory a week is required. 50 words a minute for 10 minutes required.

40. FILING**2 hours**

A course in the theory and practice of modern systems of filing.

51. VOICE TRANSCRIPTION**1 hour**

Prerequisites: Freshman Composition: typing speed of 60 words a minute; permission of the department.

A course in the operating of voice-writing equipment with emphasis on mailable transcriptions. Three laboratory hours each week.

* Courses 9, 10; 13, 14 do not apply toward the course requirements.

OFFICE ADMINISTRATION

55. INTERMEDIATE SHORTHAND

3 hours

Prerequisite: "C" standing in Office Administration 10; simultaneous registration, Office Administration 63. Four class periods each week. 90-100 words a minute required.

56. INTERMEDIATE SHORTHAND

3 hours

Prerequisite: Office Administration 55 or equivalent; simultaneous registration, Office Administration 64. Four class periods each week. 110-120 words a minute required.

58. MEDICAL SHORTHAND

3 hours

Prerequisites: Office Administration 55, or equivalent, simultaneous registration, Office Administration 56 and 64, and permission of the department. A study of shorthand outlines for medical terms—their pronunciation, their spelling, and their meaning. Four class periods each week.

63. SECRETARIAL TYPEWRITING AND TRANSCRIPTION

2 hours

Prerequisite: Office Administration 14 or two units of high school typewriting. Simultaneous registration, Office Administration 55.

A course in rapid transcription from shorthand notes. Emphasis is also placed on special letter-writing problems, tabulation, manuscripts. Five class periods each week. One practice period is required.

64. SECRETARIAL TYPEWRITING AND TRANSCRIPTION

2 hours

Prerequisite: Office Administration 63; simultaneous registration, Office Administration 56 or 58.

Mailable transcripts. Special attention given to practice in preparing typewritten outlines, reports, theses, and bibliographies. Five class periods each week. One practice period is required. 65 words a minute for 10 minutes required.

72. OFFICE ADMINISTRATION PROCEDURES

2 hours

Prerequisite: Ten hours of Office Administration, or the consent of the instructor. A study of business ethics, procedures, and techniques used by the secretary.

73. MEDICAL OFFICE ADMINISTRATION PROCEDURES

3 hours

Prerequisite: Ten hours of Office Administration, or the consent of the instructor. A course to prepare students to take care of the specialized duties in a physician's office.

76. BUSINESS MACHINES

2 hours

Prerequisite: Office Administration 13, or equivalent.

The theory of and practice in the use of the following office machines: key-driven and rotary calculators, full keyboard and ten-key adding listing machines, stencil, and direct-process duplicators. Six hours laboratory each week.

77. MEDICAL ASSISTANT TECHNIQUES

2 hours

Prerequisite: Ten hours of Office Administration or the consent of the instructor. This course is designed to give instruction in office nursing techniques; such as sterilization, hypodermics, medicines, contagious diseases, preparing patients for examination, and doing simple laboratory tests. Two 2-hour periods of lecture and laboratory each week.

78. CLINICAL OFFICE PRACTICE

1 hour

Prerequisites: Office Administration 73 and 77.

This course is based on supervised practice in handling actual medical office routine. Three hours of laboratory work each week.

109. SHORTHAND REPORTING AND TRANSCRIPTION

4 hours

Prerequisite: Twelve hours of Office Administration (including courses 55, 56, 63, and 64 or equivalent).

Rapid dictation and transcription of congressional and other technical materials. 130-140 words a minute required.

***112. THE DENOMINATIONAL SECRETARY**

4 hours

Prerequisite: Twelve hours of Office Administration (including courses 55, 56, 63, and 64, or equivalent).

This course is designed to give the student dictation and transcription of material of a denominational nature on the local, union, and General Conference levels; duties, conference office forms, and reports are studied; and opportunity is given for practice in mimeographing of conference bulletins.

***136. ADVANCED MEDICAL DICTATION AND TRANSCRIPTION**

4 hours

Prerequisite: Twelve hours of Office Administration (including courses 55, 56, 58, 63, and 64, or equivalent).

A course emphasizing medical terminology and continuation of special medical dictation and transcription of technical case histories, medical news articles, and lectures.

141. BUSINESS AND OFFICE MANAGEMENT

3 hours

Major emphasis is placed on application of business management principles to the problems of the businessman and on the organizing of business and secretarial offices. Attention is given to the training of office employees, selection of equipment, and flow of work through the office.

146. BUSINESS COMMUNICATIONS

3 hours

Prerequisite: English 1-2.

A study and application of the modern practices in oral and written business communications. Accuracy in grammar, spelling, and punctuation, and the writing of well-knit sentences and clear paragraphs are taught as a means of effective expression in business-letter writing.

174. APPLIED OFFICE PRACTICE

Either Semester, 1-2 hours

For Office Administration majors and prospective business teachers. This course is based on an activity program which provides practical experience in representative types of office situations. Students wishing emphasis in the medical office area will be placed in a medical organization to receive this experience.

***181. PROBLEMS IN OFFICE ADMINISTRATION**

Either Semester, 1 or 2 hours

Prerequisite: Open only to seniors majoring in Office Administration.

Problems are assigned according to the experience and interests of the student.

185. MATERIALS AND METHODS IN TEACHING OFFICE ADMINISTRATION 1-3 hours

A study of the specialized methods and procedures, observation, and demonstration of teaching techniques in shorthand, typewriting, or bookkeeping.



PRE-PROFESSIONAL CURRICULA

Pre-Professional and Pre-Technical curricula are offered in a wide variety of fields. Below are listed the curricula most frequently chosen. If other pre-professional programs are desired, faculty advisers are prepared to assist the student in working out a satisfactory sequence of courses needed to meet the admission requirements of the chosen professional school.

DENTISTRY

Although preference will be given to students with a broad academic experience, a minimum of two years of college work is required for admission to schools of dentistry. Students seeking admission to the Loma Linda School of Dentistry would do well to consider the advantages of a four year degree program. A minimum grade point average of 1.5 (C=1.00) should be maintained in both science and non-science courses. The following courses must be included to meet the minimum requirements for admission to the Loma Linda University School of Dentistry:

Beginning Language	8 hours
Biology 45, 46 and 145	11 hours
Chemistry 1-2; 113-114	16 hours
English 1-2	6 hours
Mathematics 11:12	6 hours
Physics 51-52	8 hours
Physical Education 7, 8 and 15, 16	2 hours
Religion	8 hours

DENTAL HYGIENE

A career as a dental hygienist is of special significance to young women desiring employment as dental assistants. Students planning to take the Dental Hygiene program at Loma Linda University should take two years of college work (60 semester hours) including the following courses:

Biology (including 1, 2 or 45, 46)	10 hours
Chemistry 7-8	6 hours
English 1-2	6 hours
Speech 5	2 hours
Psychology (including Psychology 51)	8 hours
Social Science (including History 53, 54)	6 hours
Religion	8 hours
Physical Education 7, 8 and 15, 16	2 hours

PRE-PROFESSIONAL CURRICULA

ENGINEERING

Although SMC does not offer an engineering degree, a two-year preparatory curriculum is offered which will enable students to transfer to an engineering school without loss of time. For the first two years all engineering students take approximately the same natural sciences, mathematics, and general education courses. The following courses embody the basic requirements.

Chemistry 1-2	8 hours
English 1-2	6 hours
Mathematics 11:12; 99:100	16 hours
Physical Education 7, 8	1 hour
Physics 51-52; 53-54; 81	14 hours
Industrial Education 1:2	4 hours
Religion	8 hours

LAW

The student interested in the study of law as a profession should become acquainted with the entrance requirements of various law schools. This will make possible the planning of a pre-professional program which will qualify the student for admission to several schools. Although admission is granted by some schools to gifted students after three years of college, it is wise to plan a degree program with a major and minor preference in business administration (including accounting), economics, social science, or English.

The student is advised to obtain the booklet "Law Schools and Bar Admission Requirements" published by the Section of Legal Education and Admissions to the Bar, American Bar Association, 1155 East 60th Street, Chicago, Illinois, which provides information concerning the desired pre-professional backgrounds.

MEDICAL TECHNOLOGY

Students interested in a career of medical technology should complete three years of college in residence and twelve months of clinical training at the Florida Sanitarium and Hospital, Orlando, Florida, the Erlanger Baroness Hospital, Chattanooga, Tennessee, or Madison Hospital, Madison, Tennessee. Upon completion of the clinical program, the Bachelor of Science with a major in Medical Technology is conferred. Students who wish to transfer to the Loma Linda University School of Medical Technology for the clinical training must also include courses in bio-chemistry, vertebrate physiology, comparative anatomy, and a beginning language, to qualify for admission. The Bachelor of Science degree will be conferred by Loma Linda University upon completion of the clinical year.

Candidates for the Bachelor of Science degree from SMC with a major in Medical Technology must complete the following requirements:

PRE-PROFESSIONAL CURRICULA

First Year

	<i>hours</i>
Biology 45, 46	8
Chemistry 1-2	8
English 1-2	6
Mathematics 5:6 or 11:12	6
Physical Education 7, 8	1
Religion	4
	<hr/> 33

Second Year

	<i>hours</i>
Biology 22	4
Chemistry 63 and 102	6
History 53, 54 or 1, 2	6
Literature	4
Physics 51-52	8
Religion	4
	<hr/> 32

Third Year

	<i>hours</i>
Biology 107, 111 and 177	9
Chemistry 113-114	8
Fine Arts 60 or 61	2
Religion (upper biennium) ..	4
Social Science (upper biennium)	3
Typewriting 13, 14 (or equivalent)	4
Electives (upper biennium) ..	2
	<hr/> 32

Fourth Year

Clinical training at Erlanger
Baroness Hospital, Madison Hos-
pital or at the Florida Sanita-
rium and Hospital.

MEDICINE

Medical colleges, as a rule, require the completion of academic requirements for a baccalaureate degree. Along with the completion of stated admission requirements, a broad college program of liberal education is preferred to give balance to professional studies and later service.

Applicants for admission to the Loma Linda University School of Medicine are expected to maintain a grade point average of at least 2.5 (C=2.00) in both science and non-science courses. The following courses must be included in the applicant's academic program.

Biology 45, 46; and 145	11 hours
Chemistry 1-2; 63; 102; 113-114	20 hours
English 1-2	6 hours
Foreign Language	6-14 hours
Mathematics 11:12	6 hours
Physics 51-52	8 hours
Religion	12-16 hours

PRE-PROFESSIONAL CURRICULA

OCCUPATIONAL THERAPY

Two years of college work are required for admission to the Loma Linda University School of Occupational Therapy. The Bachelor of Science degree is conferred by Loma Linda University upon completion of two additional years of professional training. The pre-professional curriculum should include the following courses:

Biology (including 45, 46)	11 hours
Chemistry 7-8	6 hours
English 1-2	6 hours
History (including 53, 54)	8 hours
Physical Education 7, 8 and 15, 16	2 hours
Behavioral Sciences (including Psychology 51)	8 hours
Religion	8 hours
Speech	2 hours
Electives	13 hours
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64 hours	

Information concerning occupational therapy opportunities, etc., may be obtained by writing the American Occupational Therapy Association, 250 West 57th Street, New York City 19, New York.

OPTOMETRY

The optometry program of study usually consists of a five-year curriculum, the first two years of which should be taken in an accredited college. The following courses which should be included in the two years' work will fulfill the entrance requirements for most colleges of optometry. The student, however, should check with the requirements of the school of his choice. A list of approved colleges may be secured by writing to The American Optometry Association, 4030 Chouteau Avenue, St. Louis 10, Missouri.

Biology 45, 46 and 146	11 hours
Chemistry 1-2	8 hours
English 1-2	6 hours
Mathematics 11:12	8 hours
Physics 51-52	8 hours
Psychology 51	3 hours
Religion	8 hours
Electives (should include courses in social science, literature, speech, fine arts, and additional hours in mathematics and biology).	12 hours
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64 hours	

OSTEOPATHY

A minimum of three years of study (96 semester hours) is required for admission to the Kansas City College of Osteopathy and Surgery. The minimum course requirement is as follows:

Biology 45, 46 and 146	11 hours
Chemistry 1-2, 63, and 81	14 hours
English 1-2	6 hours
Mathematics 5:6 or 11:12	6 hours
Physics 51-52	8 hours
Electives (to be taken in courses of cultural rather than scientific emphasis including twelve hours of religion).	51 hours
	<hr/> 96 hours

PHARMACY

Since admission requirements vary considerably, the student should acquaint himself with the entrance requirements of the school of his choice. A list of accredited colleges of pharmacy may be obtained by writing to the American Pharmaceutical Association, 2215 Constitution Avenue, N.W., Washington 7, D. C.

PHYSICAL THERAPY

Two years of college work is required for admission to the Loma Linda University School of Physical Therapy. After the completion of two additional years of professional training, the Bachelor of Science degree is conferred by Loma Linda University. The following courses should be included in the pre-physical therapy curriculum to qualify for admission to L. L. U.

Biology (including 45, 46)	11 hours
Chemistry 7-8	6 hours
English 1-2	6 hours
History (including 53, 54)	8 hours
Physical Education 7, 8 and 15, 16	2 hours
Behavioral Sciences (including Psychology 51)	8 hours
Religion	8 hours
Speech	2 hours
Electives	13 hours
	<hr/> 64 hours

SOCIAL WORK

Social work refers to "services related to the prevention of social ills and the strengthening of the capacity of people to use their potentialities productively." The undergraduate program of general

PRE-PROFESSIONAL CURRICULA

and liberal education should provide the broad foundation upon which the professional social work education and in-service training programs can be built.

Curriculum content on the undergraduate level should acquaint the student with all aspects of human growth and behavior—social, physical, spiritual, cultural, intellectual and emotional; provide an understanding through the social sciences of man interacting in society; familiarize the student with the cultural heritage of man as seen through philosophical and social thought (the arts, philosophy and literature); foster a spirit of scientific inquiry and develop ability to systematically organize ideas taught in mathematics, logic and scientific method; and develop the ability to use spoken and written English with accuracy inasmuch as the medium of language is central to successful performance as a social worker.

A student interested in preparing for social work should take a liberal arts course including a range of the social sciences (history, political science, psychology, education, sociology, economics, etc.), and the humanities (English, literature, communications, religion, language study, philosophy, music, art, etc.), with an introduction to the professional field through courses in social welfare and social work. Courses in home economics and the science of human physiology are highly recommended. For further information the student is invited to write to the National Association of Social Workers, 95 Madison Avenue, New York 16, New York.

VETERINARY MEDICINE

Since admission requirements vary, the student should obtain a list of the accredited veterinary colleges by writing to American Veterinary Medical Association, 600 South Michigan Avenue, Chicago 5, Illinois.

As a rule, most schools of veterinary medicine require two years of college work. Upon completion of four additional years of professional study, the student should be eligible for the Doctor of Veterinary Medicine. The student is advised to acquaint himself with the entrance requirements of the professional school of his choice.

X-RAY TECHNOLOGY

The Loma Linda University School of X-ray Technology requires the following hours of college work for admission:

Biology 11, 12	6 hours
Chemistry 7-8	6 hours
Mathematics 5:6 or 11:12	6 hours
Physics 51-52	8 hours
Religion	4 hours

A list of approved schools of X-ray technicians may be obtained by writing to the American Society of X-ray Technicians, 16 Fourteenth Street, Fond du Lac, Wisconsin.

FINANCIAL INFORMATION

At SMC the student has the privilege of obtaining excellence in education even though the basic expenses—tuition, room, and board—are considerably lower in comparison to other private liberal arts colleges. Church gifts and other grants provide a substantial resource from which operational deficits and capital expansion needs are met. The commitment of teachers and staff personnel to a life of service in education as designed by the Seventh-day Adventist denomination makes it possible to provide low-cost quality education without the sacrifice of teaching competence.

The large investment in auxiliary and vocational enterprises at SMC makes it possible for the student with limited financial resources to defray a substantial portion of his school expenses through part-time employment. As a fulfillment of the basic objectives of the College, all students are encouraged to participate in the study-work program even though the number of hours of labor performed weekly may be limited.

FINANCIAL PLANS

Each student making application for admission to Southern Missionary College indicates a plan number under which he is requesting admission. The plan number indicates both the course load desired and the hours of employment desired. Before indicating a plan on your application blank, please study carefully the budget guide on the following page and prepare a tentative personal budget.

The financial plans are defined as follows:

<i>Financial Plan</i>	<i>Course Load</i>	<i>Hours of Employment Per Week</i>
I	16 hours	0
II	16 hours	10
III	16 hours	16
IV	12 hours	26
V	8 hours	38
VI	For non-residence hall and married students who must make personal arrangements regarding financial budget with the Director of Student Finance.	

Community students are considered on a cash basis, and it should be understood that students living in residence halls will be given employment preference in the assignment of work opportunities in the auxiliary and vocational enterprises operated by the College. Only a few students can be accepted on financial plan V.

Students applying from outside the Southern Union Conference

FINANCIAL INFORMATION

will be considered for acceptance on financial plans, I, II, III, and VI only unless their scholastic records and character references are unusually high.

An advance payment on or before the date of registration is required of all students including veterans and those expecting colporteur or teaching scholarships. This advance payment is credited to the student's statement at the close of the school year or upon withdrawal from school. The amount of the advance payment is determined as follows:

- ▶ Those being charged housing, tuition, and board \$175.00
- ▶ Those being charged any two of the three above 150.00
- ▶ Those being charged any one of the three above 125.00

Students registering for four hours or less are required to pay in advance the total tuition expense for the semester in lieu of the advance payment. Also, students registering for music only are not required to pay any advance deposit. A \$2 registration fee and a piano or organ rental fee will be charged all such music students.

Married Couples as Students—For a married couple, enrolled for a total of eighteen hours or more of school work, the regular advance payment and schedule of tuition charges shall apply to each.

When a married couple enrolls for a combined total of seventeen hours or less of school work, they shall be charged as one person in the areas mentioned above.

STATEMENTS AND METHOD OF BILLING

Statements will be issued as of the last day of each calendar month with the balance due the College to be paid by the 20th of the following month for discount privileges. Should a student's account be unpaid by the 15th of the succeeding month, he may not continue attending classes until satisfactory arrangements are made. The College is unable to carry student accounts for any length of time; therefore, before registering at the beginning of the school year, the student must plan his financial program carefully.

EXAMPLE OF CREDIT POLICY

Period covered by statement	October 1-31
Approximate date of billing	November 5
Discount period ends	November 20
Class attendance severed if still unpaid	December 15

The above schedule of payment must be maintained since the College budget is based upon the 100 per cent collection of student charges within the thirty-day period following date of billing. A stu-

dent may not register for a new semester, participate as a senior in commencement exercises, nor be issued a transcript until his account is in balance.

Discounts—A cash discount on tuition is allowed when payment is made on or before the 20th of the month for the previous month's charge. The amount of the discount varies with the number of children enrolled in school on the SMC campus for which a parent is financially responsible. The following rates apply:

<i>Number of Dependents</i>	<i>Amount of Discount</i>
1	2 per cent
2	5 per cent
3	10 per cent
4	15 per cent
5 or more	20 per cent

A college student, to qualify as a dependent, must be enrolled for a minimum of 8 semester hours.

TUITION

Tuition charges pertain not only to course instruction but also cover the cost of laboratory services, participation in musical organizations, season tickets for the Concert-Lecture and the Fine Arts Series, library services, Student Association services, subscriptions to the yearbook *Southern Memories* and the bi-weekly *Southern Accent*, physical education facilities, and rentals on typewriters and musical instruments. The schedule of tuition charges follows:

<i>Semester Hours</i>	<i>Tuition Per Semester</i>	<i>Tuition Per Year</i>
1-13	\$30-390	\$60-780
14	405	810
15	420	840
16	435	870
17	450	900
18	465	930

It is assumed that the students will pursue course loads equal to their financial and scholastic ability. Those residing in the residence halls or as married students living in other college housing are required to take a course load of at least eight hours, which is one half of a full-course program. The student should observe that the most economical tuition rates are applied to course loads of thirteen hours or above.

Tuition for the first semester is charged $\frac{1}{8}$ in September, $\frac{1}{4}$ in October, $\frac{1}{4}$ in November, $\frac{1}{4}$ in December, and $\frac{1}{8}$ in January. Tuition for the second semester is divided equally ($\frac{1}{4}$ each) between the months of February, March, April and May.

No reduction for tuition will be made for withdrawals after the date set forth in the schedule of classes.

A GUIDE IN PLANNING YOUR COLLEGE BUDGET FOR 1964-65

(From the information contained below you may complete your budget on the opposite side of this page.)

	Initial Due (at Reg.)	Sept. Billing Due 10-20-64	October Billing Due 11-20-64	November Billing Due 12-20-64	December Billing Due 1-20-65	January Billing Due 2-20-65	February Billing Due 3-20-65	March Billing Due 4-20-65	April Billing Due 5-20-65	May Billing Due 6-20-65	Total Billing
Entrance Deposit Due (A)	175.00									CR.	175.00
Tuition (B) Based on 16 semester hrs.)		54.38	108.75	108.75	108.75	54.37	108.75	108.75	108.75	108.75	870.00
Room (C)		28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	252.00
Board (D)		20.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	340.00
Laundry (E)		2.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	34.00
Books and Supplies (F)		35.00	5.00				20.00				60.00
Music Lessons (G)											
Deposit Refunded (A)										175.00	175.00
Total Expense	175.00	139.38	185.75	180.75	180.75	126.37	200.75	180.75	180.75	5.75	1,556.00
Labor Credit (H)		15.00	65.00	65.00	45.00	65.00	65.00	65.00	65.00	65.00	515.00
Net Cost	175.00	124.38	120.75	115.75	135.75	61.37	135.75	115.75	115.75	60.25	1,041.00

— Explanation of Budget Above —

- A—Entrance Deposit. See page 98 for complete information on the deposit refunded. It is refunded on the May statement.

B—Tuition. See page 99 for schedule of tuition charges. First semester tuition is charged $\frac{1}{8}$ in September, $\frac{1}{8}$ in January, and $\frac{1}{4}$ in October, November and December. Second semester tuition is charged $\frac{1}{4}$ each in February, March, April, and May.

C—Room Charge. See page 103 for complete information on housing charge. This computation based on a girl in the new residence hall.

D—Board Charge. See page 104 for complete information on board charges. This computation based on a girl eating somewhat more than average. September is only $\frac{1}{2}$ month.

E—Laundry. See page 104. Figures above are an estimate.
- F—Books and School Supplies. These may be charged to a student account or paid in cash. The above figures are an estimate. If the student comes with cash to purchase books and supplies, naturally the September statement would be \$35 less.

G—Music Lessons. See page 102 for complete information. The student above did not register for private music lessons.

H—Labor Credit. See page 105 for further information on work opportunities available and the labor rates paid. On this example we are assuming that the student involved is working 14 hours per week at McKee Baking Company. Very little labor will get on the September statement. Be sure to read the section on page 105 regarding work opportunities; it is vitally imperative in preparing your budget.
- Note: Please bear in mind when preparing your budget that there are incidental expenses not included in the summary above; such as clothes, toilet articles, a few special fees and miscellaneous charges which may apply (see forth on page 102) etc.

This is your BUDGET — Please prepare this carefully, using the sample on the opposite side as your guide.

Budget for _____

School year _____

	Paym't. on or before Regis- tration	Sept. Billing Due 10-20-64	October Billing Due 11-20-64	November Billing Due 12-20-64	December Billing Due 1-20-65	January Billing Due 2-20-65	February Billing Due 3-20-65	March Billing Due 4-20-65	April Billing Due 5-20-65	May Billing Due 6-20-65	Total Billing
Entrance Deposit											
Tuition											
Room or Housing											
Board											
Laundry											
Books and Supplies											
Music Lessons											
Deposit Refunded											
Total Expense											
Labor Credit											
Net Cost											

FINANCIAL INFORMATION

MUSIC TUITION

The charge for private music instruction is \$42.00 per semester, or \$84.00 for the year, for a minimum of 15 lessons per semester. This charge is made in eight installments of \$10.50 each, October through May. In addition to private instruction in voice, classes of from two to five students are arranged at a cost per student of \$22.00 per semester. All persons who wish to take music must enroll for it at the Office of Records even if they are not taking it for credit or if music is all they are taking. There is a \$2.00 registration fee for those who are taking music only.

Students are expected to enroll for private lessons or class instruction in an instrument or voice by the semester. Each student will receive a minimum of 15 lessons per semester. After the second full week of school, refunds will be permitted only in cases of prolonged illness or withdrawal from school.

SPECIAL FEES AND MISCELLANEOUS CHARGES

The following special fees and charges are assessed separately inasmuch as they may not apply to all students nor do they occur regularly:

Application for admission	\$ 5.00
Automobile parking fee per semester	10.00
Change of course program	5.00
Late registration	5.00
Credit by examination	25.00
Special examination for course waiver	5.00
Transcript	1.00
Graduation in absentia	10.00
Laboratory breakage deposit	5.00
Refunded at the close of the course provided no breakage of equipment has resulted and locker and equipment is cleaned as prescribed.	
Residence hall club dues	1.00
Late return of organizational uniform	1.00
The full cost will be charged if irreparably damaged or not returned.	

The following expense items may be charged to the student's account upon his request:

- Books and school supplies, including music and art supplies.
- Approved uniforms for physical education classes and recreation.
- Subscriptions to professional journals as required by departments of instruction.

- d. American Temperance Society dues of \$1.00 per year at the election of the student.
- e. Transportation charges for students of nursing traveling to and from clinical practice assignments in vehicles provided by the College.

HOUSING

Residence halls—Single students not living with parents are required to reside in one of the college residence halls. These accommodations are rented for the school year and charged to the student in nine equal payments September through May. The monthly room charges are as follows:

Women's Residence Hall	\$28.00
Talge and Jones Halls—men	24.00
Room with adjoining bath	26.00

The room charges listed above include infirmary care in the residence halls, basic services provided by the Director of Health Service at the Health Service Center in Lynn Wood Hall, and sickness and accident insurance as described in a brochure which is available to each residence hall student.

The room charge is based on two students occupying a room. A student may be granted the privilege of rooming alone when sufficient rooms are available. The surcharge for this arrangement is \$5.00 monthly. No refund is made because of absence from the campus either for regular vacation periods or for other reasons.

To be assured of room accommodations in one of the residence halls, the student, when notified of acceptance, is requested to send to the Office of Admissions and Records a \$10.00 room deposit which will be refunded on the September statement. Students will be charged for damage to rooms and furnishings beyond ordinary wear and tear.

This deposit is not refundable to students who do not register unless notice of nonattendance is received by the College on or before August 15.

Housing for Married Students—The college provides approximately forty-five apartments for married students. These range in size from one room to four rooms and most are unfurnished. Rents range from \$26.00 to \$50.00 per month. Prospective students are invited to write to the Director of Student Finance for details.

Married students accepted for the ensuing term should contact the Director of Student Finance if housing reservations are desired from the College. Once a housing accommodation is agreed upon, it can be reserved by mailing a \$10.00 room deposit to the attention of the

FINANCIAL INFORMATION

Director of Student Finance. This deposit will be refunded on the September statement. In case the student's application is not accepted; or if notice of nonattendance is given on or before August 15, the deposit will be refunded. Students will be charged for damage to housing accommodations beyond ordinary wear and tear.

There are fifty or more privately owned apartments in the Collegedale community. These also are available to students. Information may be obtained from the Director of Student Finance upon request.

FOOD SERVICES

The cafeteria plan of boarding is used which allows the student the privilege of choosing his food and paying only for what he selects. Board charges for students vary greatly. The average monthly charge is approximately \$40.00 for men and \$35.00 for women. Individual charges have exceeded these averages by approximately \$25.00 per month. The College applies no minimum monthly charge, but all students are urged to eat healthfully by avoiding between-meal snacks and by eating at the cafeteria where balanced meals are available.

LAUNDRY AND DRY CLEANING SERVICE

The College operates a modern laundry and dry cleaning plant. Students are invited to patronize this service. Charges for service rendered will be entered on the student's account to be settled monthly.

ORLANDO CAMPUS EXPENSES—DIVISION OF NURSING

The Division of Nursing offers part of its program on the Collegedale campus and part on the Orlando campus at the Florida Sanitarium and Hospital. Charges for tuition and other expenses follow the same schedule as for any college work. The expenses on the Orlando campus which vary are:

Travel Expenses—Students of nursing are responsible for transportation expenses incurred while traveling to and from clinical practice assignments.

Uniforms and Cape—Approximately \$56.00 will be needed for uniforms and \$25.00 for cape if cape is desired. The uniform will be purchased the first semester of the sophomore year while the student is on the Collegedale campus. The cost of the uniforms only may be charged to the student's account if desired.

STUDENT TITHING

SMC encourages the payment of tithe and church expense by its student workers. In order to facilitate this practice, arrangements

may be made by the student to have ten per cent of his school earnings charged to his account as tithe and two per cent for church expense. These funds are then transferred by the College to the treasurer of the Collegedale Seventh-day Adventist Church.

BANKING AND CASH WITHDRAWALS

The accounting office operates a deposit banking service for the convenience of the student. Financial sponsors should provide students with sufficient funds through the banking service to cover the cost of personal items of an incidental nature and travel expenses off campus including vacation periods. Withdrawals may be made by the student in person only as long as there is a credit balance. These deposit accounts are entirely separate from the student's school expense account. Withdrawals from regular expense accounts are discouraged and permitted only under special arrangement with the Director of Student Finance and with the permission of the financial sponsor.

Each student should bring approximately \$30.00 for books and supplies at the beginning of each semester, if he desires to pay cash for these items.

STUDENT LABOR REGULATIONS

Believing in the inspired words that "systematic labor should constitute a part of the education of youth," (E. G. White) SMC has made provision that every student enrolled may have the privilege of organizing his educational program on the "work-study" plan. "Jesus the carpenter, and Paul the tent-maker, . . . with the toil of the craftsman linked the highest ministry, human and divine" (E. G. White). The College not only provides a work-study program, but strongly recommends it to each student enrolled.

The College will assign students to departments where work is available and cannot shift students from one department to another merely upon request. It should be understood that once a student is assigned to work in a given department, he will remain there for the entire school year except in rare cases where changes are recommended by the school nurse or are made at the discretion of the College.

Should a student find it necessary to be absent from work, he must make prior arrangements with his work superintendent. In case of illness, he will also inform the Health Service.

In order to provide work opportunities to students, industries are operated by the College and its subsidiary corporations. These industries must serve their customers daily, necessitating a uniform working force. To continue these industries in operation, students assigned thereto must continue their work schedules to the end of the term. (Preparation for tests should be a day-by-day matter.) Any student who drops his work schedule without making proper arrangements will

FINANCIAL INFORMATION

be suspended from class attendance until proper arrangements are made with the Director of Student Finance.

The Director of Student Finance for the college strives to place students on jobs to the best of his ability. For various reasons the college cannot guarantee work to a student even though his application may have been accepted on a plan calling for an approximate number of hours of work per week. Some students choose class schedules with classes so scattered that a reasonable work program is impossible. Some are physically or emotionally unable to work, others are erratic at meeting work assignments. It is the responsibility of the student to render acceptable service to his employer in order to maintain a job. Most beginning students start at 80¢ per hour (higher in interstate commerce departments) but the department superintendent reserves the right to reduce that rate or dismiss the student if his service is unsatisfactory.

Birth Certificates and Work Permits—All students who expect to work and are under twenty years of age must present a Birth Certificate upon registration. This certificate must be left on file in the office of the Director of Student Finance. No student will be permitted to work until the Birth Certificate is on file at the College. This is imperative under the laws of the State of Tennessee.

Whenever a student seventeen years of age or under is registered, the College issues a Tennessee Employment Certificate. This must be signed and on file at the College before a student may start work.

SCHOLARSHIPS

Grants, gifts, and other contributions to SMC for operating purposes, capital expansion, or for student scholarships are deductible from income subject to federal income taxes.

Literature Evangelist Scholarships—The College participates in the Seventh-day Adventist denominational student colporteur scholarship program. Information concerning this program may be obtained from the local conference Publishing Department or the Director of Student Finance. Students interested in applying for loans or scholarships should contact the Director of Student Finance. Available funds are approved by the Student Loans and Scholarship Committee on the basis of financial need, scholarship, and character.

Academy Tuition Scholarships—Each year the College, in conjunction with the several local conferences of the Southern Union Conference, awards \$100 tuition scholarships to students graduating from the Southern Union academies on the following basis: one scholarship for each academy senior class of twenty-five graduates or less,

and for each additional twenty-five graduates or major fraction thereof, another \$100 scholarship is offered. These scholarship funds will be credited to the student's account at the rate of one-half at the close of each semester. The following schools are eligible to participate in this plan:

Bass Memorial Academy	Highland Academy
Collegedale Academy	Little Creek Academy
Fletcher Academy	Madison College Academy
Forest Lake Academy	Mount Pisgah Academy
Greater Miami Academy	Pine Forest Academy

The candidates shall be selected by the administration and faculty of the school involved on the basis of character, scholarship, personality, and promise of future leadership.

Teacher Education Scholarships—As an aid to young people who possess talents and interest in the field of elementary school teaching, scholarships amounting to \$200 each are made available by the Southern Union and local conferences of Seventh-day Adventists. SMC will provide opportunity for students on these scholarships to work \$300 of their remaining school expenses. For further details write to the Educational Secretary of the local conference where you reside in the Southern Union. If you reside outside the Southern Union, write to the Superintendent of Education, Southern Union Conference, Box 849, Decatur, Georgia.

James Hickman Memorial Fund—The amount of \$100 is available each year to Freshman or Senior students of outstanding scholarship, social competence and character.

Doctor Ambrose L. Suhrie Scholarship for Elementary Teachers—The amount of at least \$200 is available each year to worthy students in training in Elementary Education.

William Iles Scholarship Fund—This fund of \$250 is applied in behalf of needy students of promise.

A. E. Deyo Memorial Scholarships—Each year the faculty of the Division of Nursing selects a graduating senior student to receive this award of \$50. The student who is selected must have given evidence of good scholastic standing and Christian character and show promise of making a contribution to the Seventh-day Adventist medical work.

W. B. Calkins Student of the Year Awards—Each year an award of \$150 is made to an outstanding graduating senior student of nursing and a \$50 award is made to an outstanding junior student of nursing. The selection of the recipients is made by the faculty in cooperation with the student body of the Division of Nursing. The selection is based on quality of nursing care rendered, leadership, and citizenship.

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Southern Union Conference Grant-in-aid for Students of Nursing—This fund provides \$150 for the freshman year and \$300 for subsequent years. This amount will be advanced by the Southern Union Conference and will be paid directly to SMC. The student receiving this financial aid will agree to enter nursing service at the Florida Sanitarium and Hospital for one year after graduation. This one year of service at the regular rate paid graduate nurses will amortize the grant-in-aid. Students who are interested should consult with the Chairman of the Division of Nursing.

LOAN FUNDS

National Defense Student Loan Fund—The Federal Government has made available loan funds under the National Defense Student Loan Program for the purpose of providing financial assistance to qualified students seeking a college education. For complete information and application forms, please see the Director of Student Finance.

Alvin Christensen Memorial Loan Fund—This fund of \$300 has been made available by Doctor and Mrs. L. N. Christensen for loan purposes to a college junior or senior majoring in biology or related fields who gives evidence of Christian sincerity, industry, satisfactory scholarship, and financial need. The interest rate of three per cent becomes effective one year after the borrower severs relationship with the College, and the principle with interest is due and payable within three years.

Alumni Loan Fund—A revolving fund is maintained by the alumni of the College. Allocations are made to working students in the junior or senior year on the basis of proved need, character, leadership potential, and good scholarship. Loans are usually limited to \$100 per student.

The Levering Loan Fund—This fund has been made available for junior and senior students planning to enter the denominational program as teachers. The Student Loans and Scholarships Committee will determine eligibility of applicants. Satisfactory character references, acceptable scholastic achievement, and financial need must be in evidence.

The applicant will be asked to sign a non-interest-bearing note with the promise to repay following graduation or when remunerative employment is secured.

Nurses Loan Fund—A student loan fund has been established to aid a limited number of qualified students of nursing. Requests for the loan should be made to the Chairman of the Division of Nursing.

Educational Fund—Many young people are deprived of the privilege of attending college because of a lack of necessary means. To aid these, an earnest effort has been made to obtain donations for the es-

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tablishment of an educational fund, from which students worthy of help may borrow money for a reasonable length of time. Faithfulness in refunding these loans will make it possible for the same money to assist other students in school. There have been some gifts, and these have been used to help several young men and women complete their work in this College. But the needs of worthy students have been greater than the funds on hand; consequently, it has been impossible in many instances to render the needed assistance. It has therefore been decided to direct the attention of patrons and friends of the school to these facts and to invite them to give such means as they may desire to devote to this purpose. The College will be glad to correspond with any who think favorably of this plan, and will continue to use the gifts so that the wishes of the donors may be fulfilled and the best results obtained.

“In each conference a fund should be raised to lend to worthy poor students who desire to give themselves to the missionary work; and in some cases they should receive donations. When the Battle Creek College was first started, there was a fund placed in the Review and Herald office for the benefit of those who wished to obtain an education, but had not the means. This was used by several students until they could get a good start; then from their earnings they would replace what they had drawn, so that others might be benefited by the fund. The youth should have it plainly set before them that they must work their own way as far as possible and thus defray their expenses. That which costs little will be appreciated little. But that which costs a price somewhere near its real value will be estimated accordingly.” *Testimonies*, Vol., VI, pages 213, 214.

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T. C. Swinyar, M.D.	College Physician
Roy Thurmon	Student Chaplain

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To be supplied	Custodian
Francis Costerisan	Building and Grounds
W. E. Cushman	Collegedale Bindery
Grover Edgmon	Collegedale Laundry
Frank Fogg	College Broom Factory
John Goodbrad	Collegedale Distributors
Walter Herrell	College Press
Ransom Luce	College Cafeteria
W. W. Platt	<u>Security Officer</u>
Bruce Ringer	Southern Mercantile
Victor Taylor	Automobile Service Center
H. A. Woodward	College Market

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B.Music, Otterbein College; M.Music, Eastman School of Music, University of Rochester.

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B.A., Emmanuel Missionary College; M.S., University of Wisconsin; Ph.D., Michigan State University. (1956)
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ASSOCIATE PROFESSORS

- Dorothy Evans Ackerman, M.Music, *Associate Professor of Music*
B.A., Atlantic Union College; M.Music, University of Chattanooga. (1957)
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Ed.D., Maryland University. (1962)
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B.S., College of Medical Evangelists, 1955; M.S., College of Medical
Evangelists, 1960.
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(1959)
- Gordon Madgwick, M.A., *Associate Professor of English*
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B.S., Columbia Union College; M.S., University of Maryland.
(1964)
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ASSISTANT PROFESSORS

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Grace Duffield-Shaffer, M.A., *Assistant Professor of Education*
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(1964)

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versity. (1962)

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versity. (1964)

INSTRUCTORS

Rudolph Aussner, M.A., *Instructor in Modern Languages*
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FACULTY DIRECTORY

- P. Joan Bradburn, B.A., *Instructor in Physical Education*
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- Kenneth Burke, M.S.Ed., *Instructor in Chemistry*
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(1963)
- Del Case, B.A., *Instructor in Music*
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(1961)
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(1964)
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(1963)
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- Richard C. Stanley, M.A., *Instructor in Secretarial Science*
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- *Mary Waldren, B.S., *Instructor in Nursing*
B.S., Union College, 1961.
- Nellie Jo Williams, B.S., *Instructor in Art*
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William Young, M.Mus., *Instructor in Music*
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LECTURERS

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nessee. (1963)

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Olive Westphal, M.A., *Spanish*
B.A., Pacific Union College; M.A., University of Southern Cali-
fornia. (1960)

Donald Woodruff, M.A., *Mathematics and Science*
M.A., University of Missouri. (1961)

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B.S., Southern Missionary College. (1964)

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Mildred Spears, B.S., *Grade 2*

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*On leave.

FACULTY COMMITTEES

President's Council: C. N. Rees, John W. Cassell, Florence Culpan, K. R. Davis, Charles Fleming, C. F. W. Futcher, Gordon Hyde, Bruce Johnston, K. M. Kennedy, H. H. Kuhlman, Ransom Luce, W. W. Platt, Kenneth Stewart, W. H. Taylor, R. B. Thurmon, Wayne VandeVere, E. T. Watrous, Evaline West.

House Committee: Charles Fleming, John W. Cassell, K. R. Davis, Robert Merchant, C. N. Rees, W. H. Taylor.

Admissions: John W. Cassell, K. R. Davis, C. F. W. Futcher, Ray Hefferlin, Kenneth Spears, W. H. Taylor, Evaline West.

Curriculums and Academic Policies: John W. Cassell, C. F. W. Futcher, S. D. Brown, Heads of Divisions, Heads of Departments by invitation for curricula studies.

College Relations and Development: W. H. Taylor, Dorothy Ackerman, John W. Cassell, Charles Fleming, Gordon Hyde, C. N. Rees.

Student Affairs: K. R. Davis, Dorothy Ackerman, Lorene Ausherman, Del Case, J. L. Clark, Stewart Crook, Cyril Dean, Charles Fleming, Bruce Freeman, Gerhard Hasel, Thelma Hemme, Gordon Hyde, H. H. Kuhlman, Bruce Johnston, Robert Merchant, Mary Mooy, W. H. Taylor, Wayne VandeVere, Evaline West, Lucile White, Edgar Grundset, Student Representation by invitation.

Religious Interests: Bruce Johnston, Douglas Bennett, John W. Cassell, K. R. Davis, R. E. Francis, Gerhard Hasel, Frank Holbrook, C. N. Rees, R. B. Thurmon, Evaline West.

Health and Safety: Kenneth Spears, Cyril Dean, Zerita Hagerman, Harriette Hanson, Marian Kuhlman, Ransom Luce, W. W. Platt, T. C. Swinyar, R. B. Thurmon.

Counseling and Guidance Service: J. M. Ackerman, John W. Cassell, K. R. Davis, Bruce Johnston, Carl Miller, E. T. Watrous, Evaline West.

Student Loans, Scholarships and Grants: John W. Cassell, K. R. Davis, C. F. W. Futcher, Kenneth Spears, Evaline West.

The President is *ex-officio* member of all faculty committees. The first name or officer listed serves as chairman.

The following special committees function under the general supervision of the Academic Dean: Ministerial Recommendations, Medical Student Recommendations, Teacher Educational Council.

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CALENDAR

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OCTOBER						
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